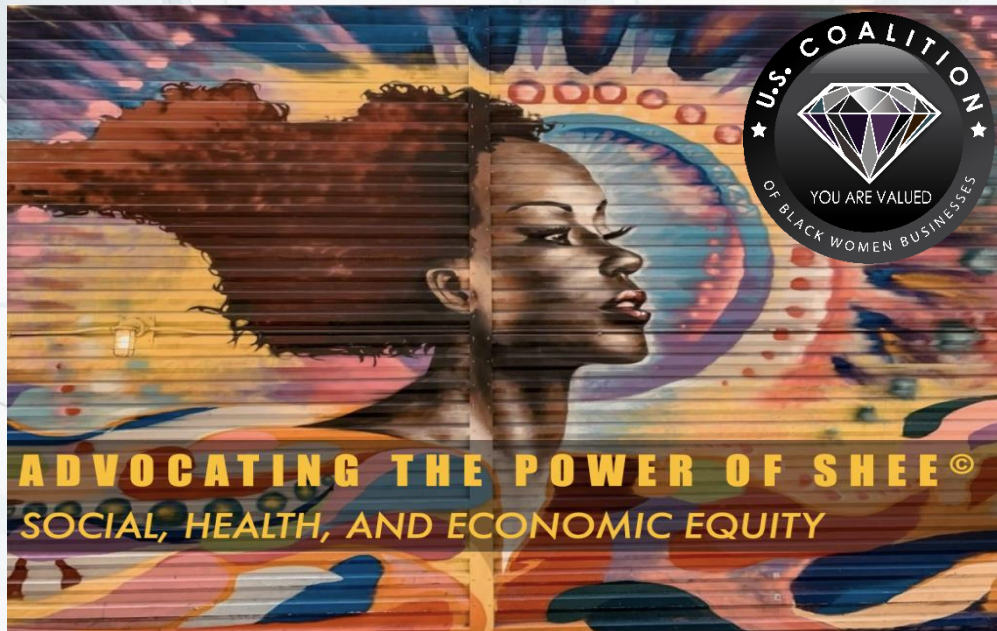


MEMBERSHIP HANDBOOK



INTRODUCTION:

Welcome to the handbook of the U.S. Coalition of Black Women Businesses! This handbook is designed to provide you with the necessary information to understand the mission and values of our organization, as well as to help you become an active and engaged member. We are dedicated to uplifting and empowering the Black community, and this handbook is just one of the many resources available to you.



Founded in 2020

We are a young organization determined to make a transformative impact. The core of our efforts is to equip members with fresh ideas and that same zeal for transformation through their endeavors.

Through our collective endeavors, we hope to display the conviction behind our calls to action.

Power of SHEE™

The power of **Social, Health, and Economic Equity** cannot be overstated. These three factors are interconnected and essential to the well-being and prosperity of individuals and communities.

Social equity refers to the fair and just distribution of resources, opportunities, and power in society. It recognizes that historical and systemic factors have created inequities that disproportionately affect marginalized communities. Achieving social equity requires addressing these disparities and ensuring that everyone has equal access to the resources and opportunities needed to thrive.

"The U.S. Coalition of Black Women Businesses stands united in breaking down the systemic barriers and discrimination that have hindered Black women's access to resources, networks, and opportunities. Our coalition is vital as it champions equal opportunities, empowers economically, provides inspiring role models, and creates positive community impact. Through social equity, we forge an environment where Black women entrepreneurs thrive, succeed, and make indelible contributions to society. Together, we rise, shattering stereotypes and paving the way for a future where our potential knows no bounds."

Health equity refers to the principle that everyone should have a fair and just opportunity to be as healthy as possible. This means addressing the social determinants of health, such as access to healthy food, safe housing, and quality healthcare, which can have a significant impact on health outcomes. Health equity recognizes that health disparities exist based on race, ethnicity, income, and other factors, and aims to eliminate these disparities by addressing the root causes.

"In the U.S. Coalition of Black Women Businesses, we embrace the transformative power of health equity. We believe that every individual deserves an equitable and just opportunity to achieve optimal health. This means dismantling barriers and inequities rooted in social determinants of health, including access to nutritious food, secure housing, and exceptional healthcare. By confronting the root causes of health disparities based on race, ethnicity, income, and more, we strive to eradicate these inequities and foster a society where everyone thrives. Through advocacy, education, and community engagement, we forge a path towards a future where health disparities are mere remnants of the past. Together, we champion health equity, empowering Black women entrepreneurs to lead healthy, vibrant lives and inspiring a legacy of wellness for generations to come."

Economic equity refers to the fair and just distribution of wealth and resources in society. It recognizes that economic inequality exists and that it can have significant consequences for individuals and communities. Achieving economic equity requires addressing systemic barriers to economic mobility, such as discrimination, lack of access to education and training, and limited job opportunities. It also requires ensuring that everyone has access to basic necessities like housing, healthcare, and food.

"In the U.S. Coalition of Black Women Businesses, we are catalysts for economic equity, empowering entrepreneurs across industries and sectors. We dismantle barriers, provide access to resources and support, and foster an inclusive business environment. Together, we

drive innovation, prosperity, and community development, creating a vibrant and resilient economy where every entrepreneur thrives.”

Together, **Social, Health, and Economic Equity** are essential for building strong, resilient, and thriving communities. By working to address the root causes of inequality and ensuring that everyone has access to the resources and opportunities needed to succeed, we can create a more just and equitable society for all.

The Power of SHEE™ Platform Events:

SHEETalk™

In the U.S. Coalition of Black Women Businesses, we embrace the power of Social, Health, and Economic Equity (SHEE) as a cornerstone of our mission. We recognize that Black women entrepreneurs face systemic barriers and limited opportunities, and we are dedicated to creating a safe space where they can network, collaborate, and succeed. Through Economic Equity, we strive to level the playing field, dismantling discrimination and ensuring access to education, training, and business opportunities. Together, we empower Black women businesses to thrive and make a lasting impact in our communities.

SHEE SHED™

"In our SHEE SHED, the U.S. Coalition of Black Women Businesses cultivates a vibrant networking environment through interactive activities that spark conversations and forge connections. From engaging icebreaker games to dynamic speed networking sessions and thought-provoking small group discussions, we create opportunities for meaningful interactions among black women entrepreneurs. Together, we empower one another to exchange ideas, build relationships, and unlock new possibilities for growth and success."

Dear SHEE™

"Empowering Black women in business, the U.S. Coalition is your guiding light on the path to success. Submit your questions, and members with good standing will provide valuable insights and practical tips. With confidentiality and a supportive community, we're building a network of excellence. Together, let's achieve greatness in business and networking!"

Welcome to Dear SHEE, a platform that focuses on providing tips and guidance specifically tailored to the world of business and networking. At Dear SHEE, we understand the importance of navigating the professional landscape with confidence, knowledge, and a strong support network. Our goal is to empower our members by offering valuable insights, strategies, and advice to help them succeed in their careers and excel in their networking efforts.

Dear SHEE is on a mission to build a thriving community of ambitious professionals who support and uplift one another in their business journeys. We believe that sharing expertise, experiences, and best practices is key to unlocking personal and professional growth. Through our platform, we aim to provide a safe and inclusive space where members can seek guidance, share insights, and connect with like-minded individuals.

"Dear SHEE is your gateway to success in business and networking. Submit your questions confidentially and receive expert advice, actionable tips, and strategies tailored to your needs. Learn from a vibrant community of professionals, share your experiences, and forge meaningful connections. Join our supportive network and unlock your full potential!"

How it Works:

1. At the U.S. Coalition of Black Women in Business, we believe in the power of knowledge, collaboration, and support. To ensure the highest quality of expertise, our members must be in good standing before providing answers. However, we are committed to going above and beyond for our community. That's why we offer various resources through our affiliate program, including podcasts and expert messages, to ensure your questions are answered by the best in the field. Together, we're building a network of excellence, sharing wisdom, and empowering each other to achieve greatness in business and beyond.
2. **Submit Your Questions:** Share your business challenges, networking queries, or desire to enhance your professional skills. Our expert team will provide valuable insights and practical tips to address your specific needs.
3. **Anonymity and Confidentiality:** We prioritize your privacy. Rest assured that your identity and personal details remain confidential. If preferred, you can submit questions anonymously, enabling open and unbiased advice.
4. **Expert Advice and Member Insights:** Our experienced professionals review each question diligently, offering well-informed advice based on industry best practices, successful strategies, and relevant research. Additionally, our community members contribute their valuable insights and experiences.
5. **Actionable Tips and Strategies:** Once your question is addressed, we publish a response featuring practical tips, actionable strategies, and recommended resources. Our goal is to equip you with the knowledge and tools necessary to overcome challenges, enhance networking skills, and achieve business success.
6. **Learn from Others:** Dear SHEE encourages knowledge exchange. Share your own experiences, success stories, and lessons learned to inspire and empower fellow professionals on their business and networking journeys.
7. **Supportive Community:** Beyond advice, Dear SHEE cultivates a supportive environment where members connect, engage in discussions, and foster meaningful professional relationships. Join our online forums, networking events, and collaboration opportunities to expand your network, gain valuable insights, and access new opportunities.

Together, we pave the way to success in business and networking. Join Dear SHEE today and unlock your full potential in a thriving community of like-minded professionals!

Join Dear SHEE today and become part of a dynamic community of professionals dedicated to supporting each other's business and networking goals. Together, we can navigate the challenges of the professional world, forge meaningful connections, and achieve remarkable success.


Remember, at Dear SHEE, your success is our priority!

Disclaimer: The U.S. Coalition of Black Women Businesses provides information on its blog for general purposes only. We do not assume liability for errors, omissions, or actions taken based on the provided information. Readers are encouraged to verify information independently before making decisions. External links are for convenience and we do not endorse or control their content. The views expressed in blog posts are those of the authors and not necessarily representative of our organization. Seek professional advice for specific situations.

Section 1:

About Our Organization

Our organization was founded with the purpose of advancing the interests of the Black community. Our mission is to advance and strengthen black women business owners in the U.S. economy through influence, partnerships, and advocacy. We provide our members with procurement, education, and resource opportunities to grow and sustain their businesses. We believe in the power of collective action and community empowerment to effect positive change.



IT'S MUCH MORE THAN
CHANGE; IT'S ABOUT
GROWTH, EDUCATION,
OPPORTUNITY, AND
STRENGTH.

OUR MISSION IS TO ADVANCE
AND STRENGTHEN BLACK
WOMEN BUSINESS OWNERS IN
THE U.S. ECONOMY THROUGH
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SUSTAIN THEIR BUSINESSES.

Section 2: Membership

Membership in our organization is open to all Black Women individuals who share our values and are committed to advancing the interests of the Black Women Businesses. As a member, you will have access to our events, resources, and opportunities to get involved in our initiatives. Your membership also allows USCBWB to galvanize a unified voice to promote an increase in our health and wellbeing while supporting positive transformation in our communities through the growth of Black-Women-Owned businesses.

Section 3: Our Values

Our organization is guided by the following values:

- I. **BRING CHANGE:** U.S. Coalition of Black Women Businesses is achieving more with our initiatives than ever before. We work on exciting projects to help improve the lives of others, and are very proud of the progress we continue to make. Learn more about what we do, who we help, and how we work every day to promote positive change.
- II. **AWSOME TEAM:** Become part of a community of entrepreneurs, practitioners, educators, and policymakers committed to ensuring that our businesses and communities are valued, resourceful, and supported.
- III. **THE POWER OF SHEE (SOCIAL, HEALTH, AND ECONOMIC EQUITY):** Much of the work done by the U.S. Coalition of Black Women is centered around what we define as the power of SHEE—the power of social, health, and economic equity related to strengthening our businesses and communities from within.
- IV. **REINFORCING ADVOCACY:** Advocacy is something that we take very seriously, and our team is working every day to make a positive impact. With our organization’s mission always in mind, we strive to find new strategies for reinforcing advocacy. Contact us to learn more about our commitment to advocacy.
- V. **ONE STEP AT A TIME:** We are dedicated to stepping up our efforts in addressing issues impacting business and the community. Support is by no means an easy feat but through cooperation and community. Empowerment, we believe we can facilitate progress in this area. We strive to make a difference and invite you to learn more and lend your support.

Section 4: Initiatives and Programs

Our organization is involved in several initiatives and programs to promote the interests of the Black community. These include:

1. **Advocacy and Education:** We advocate for policies that promote social, economic, and political equality for Black people, as well as providing educational opportunities to empower the Black community.
2. **Community Outreach:** We work to build strong relationships with other organizations and individuals to effect positive change in the Black community.
3. **Economic Empowerment:** We support Black-owned businesses and provide resources to help entrepreneurs succeed.
4. **Youth Development:** We provide resources and programs to support the development and education of Black youth.

Section 5: Getting Involved

There are many ways to get involved in our organization, including:

1. **Attend events:** We host events throughout the year, including workshops, seminars, and community outreach programs.
2. **Volunteer:** We have many opportunities for members to volunteer their time and skills to support our initiatives and programs.
3. **Donate:** We rely on the support of our members and the community to fund our initiatives and programs. Donations of any size are greatly appreciated.

4. **Join a committee:** Our organization has several committees dedicated to specific initiatives and programs. Members are encouraged to join a committee and get involved in their area of interest.

Make Your Mark, Join, and let's get to work for all of us.

We believe the best way for our initiatives to be successful is to be involved actively. The way is just that; working together, and growing together through cooperation and community. Empowerment, we believe we can facilitate progress. We strive to make a difference. Join our growing coalition.

- Nonprofit organization
- Nonpartisan Organization
- Valuable Resources
- Professional Members
- Exceptional Network
- Powerful Courses & Coaching

Network & Connect

Become part of a community of entrepreneurs, practitioners, educators, and policymakers committed to ensuring that our businesses and communities are valued, resourceful and supported.

Educate and Grow

Through workshops and courses, gain access to resources and information needed to help you grow your business.

Build your profile

Use our private social network platform to introduce yourself and your business. Connect with fellow members and other organizations from local, state, and national levels.

Advocacy

Participate in national, state, and local training, events, collaborations, and activities to ensure that policymakers are making positive and equitable decisions that support the wellbeing of ourselves, our businesses, and communities.

Affiliates

Join one of the Regional Affiliates in communities across the country, with access to a local network of leaders and resources.

Resources

Access to networks of organizations and associations, as well as an interconnected membership base that offers professional and industry-specific resources that support business growth.

Business Development

Opportunities to grow your business through procurement partnerships, and establishing new business with corporations, as well as member-enterprises.

Professional Growth

Please take advantage of dynamic opportunities, including our Health & Social Equity Series, to expand your knowledge on topics that promote our businesses and communities' health and wealth.

Conclusion:

Our organization is committed to uplifting and empowering Black Women Businesses. We believe that through collective action and business networking, we can effect positive change and promote social, economic, and political equality for all Black people. We welcome you to join us in our mission and become an active and engaged member of our organization.



**U.S. Coalition of Black Women Businesses (USCBWB)
Conflict of Interest and Ethics Policy
Acknowledgement and Disclosure Form**

Conflict of Interest and Ethics Policy Acknowledgement and Disclosure Form

As a new member of the U.S. Coalition of Black Women Businesses (USCBWB), I acknowledge that it is my responsibility to maintain the highest ethical standards and to disclose any potential conflicts of interest that may arise in the course of my involvement with USCBWB.

As a member of USCBWB, I agree to abide by the following policies:

Conflict of Interest Policy: I will disclose any actual or potential conflicts of interest that may arise in connection with my activities as a USCBWB member, officer, or director. A conflict of interest arises when my personal or financial interests may conflict with my duty to act in the best interests of USCBWB.

Confidentiality Policy: I will maintain the confidentiality of USCBWB's non-public information, including but not limited to financial, proprietary, and personal information about members, officers, directors, and staff.

Code of Ethics: I will comply with USCBWB's Code of Ethics, which requires that I act with honesty, integrity, and fairness in all of my dealings with USCBWB and its members.

By signing this form, I acknowledge that I have read and understand USCBWB's Conflict of Interest and Ethics policies and agree to comply with them.

Company's Name: _____

Name: _____

Signature: _____

Date: _____



INTAKE FORM

Full Name

Contact Information

Email

Best form of communication

Email Text Phone

Business History

Name of Business

How long have you been in business?

What industry/industries do you serve?

What products/services do you provide?

Do you have a capability statement?

Procurement Ready

What certifications do you currently hold?

- | | |
|---------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> DBE | <input type="checkbox"/> SBE |
| <input type="checkbox"/> EDWOSB | <input type="checkbox"/> SDE |
| <input type="checkbox"/> GC License | <input type="checkbox"/> SDVOSB |
| <input type="checkbox"/> HubZone | <input type="checkbox"/> WBE |
| <input type="checkbox"/> LSDBE | <input type="checkbox"/> WOSB |
| <input type="checkbox"/> MBE | <input type="checkbox"/> WBENC |
| <input type="checkbox"/> SBA-8A | <input type="checkbox"/> NMSSDC |
| <input type="checkbox"/> State Specific Certifications | |
| <input type="checkbox"/> County Specific Certifications | |
| <input type="checkbox"/> Others: _____ | |
| <input type="checkbox"/> Pending: _____ | |

What type of training are you interested in.....?

- | | | |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Business Capital
Certifications | <input type="checkbox"/> Training | <input type="checkbox"/> Business |
| <input type="checkbox"/> Workforce Development | <input type="checkbox"/> Starting a Business | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Mentorship
Tools/Management | <input type="checkbox"/> Partnership/Joint
Ventures | |

USCBWB can help me accomplish:

I joined because.....

My skills are.....

My skills and abilities are best served.....

I can commit () hours/week to support USCBWB

I would like to serve/support () committee(s)

I would be willing to chair/support a local/national event/committee

1. What specific areas do you need help with to promote your business? (e.g. social media marketing, networking events, branding, etc.)

2. Are you looking for assistance in obtaining funding or financing for your business?

3. Would you be interested in participating in workshops or training sessions on business growth and development?

4. Are you currently facing any challenges or barriers in growing your business that the Coalition could potentially help with?

5. Have you previously collaborated or partnered with other businesses or organizations? If so, what was the nature of those partnerships and were they successful?

6. What are your business goals for the next 1-3 years, and how can the Coalition assist you in achieving those goals?

7. Are there any particular industries or types of businesses that you are interested in partnering with or connecting to through the Coalition's network?



U.S. Coalition of Black Women Businesses Code of Conduct

The US Coalition of Black Women Businesses (USCBWB) is committed to fostering a supportive and inclusive community for all members. As a new member, we expect you to adhere to the following code of conduct:

- **Respect and Inclusion:**
 - Treat all members with respect, regardless of their race, ethnicity, gender, sexual orientation, or any other characteristic.
 - Embrace and celebrate the diversity of our community, fostering an inclusive environment where everyone feels welcome and valued.
- **Professionalism:**
 - Conduct yourself professionally in all interactions related to the coalition, including meetings, events, and online platforms.
 - Communicate thoughtfully and constructively, promoting positive and respectful dialogue.
- **Confidentiality:**
 - Respect the confidentiality of sensitive information shared within the coalition, such as business strategies, trade secrets, or personal details of fellow members.
 - Seek permission before sharing any confidential information with external parties.
- **Collaborative Engagement:**
 - Engage in collaborative and supportive interactions with fellow members, fostering an environment of cooperation and shared growth.
 - Offer your expertise, insights, and support to other members whenever possible.

- Compliance with Laws and Regulations:
 - Abide by all applicable laws and regulations governing your business activities.
 - Conduct your business affairs ethically and with integrity, maintaining the highest standards of honesty and fairness.
- Non-Solicitation:
 - Avoid using the coalition as a platform for direct solicitation or aggressive marketing to fellow members.
 - Instead, focus on building relationships, networking, and sharing knowledge and resources for mutual benefit.
- Professional Development:
 - Embrace opportunities for personal and professional growth offered by the coalition, including training programs, workshops, and mentoring initiatives.
 - Share your knowledge and experiences to contribute to the development of others within the community.
- Dispute Resolution:
 - In the event of a dispute or disagreement with another member, seek resolution through respectful and constructive dialogue.
 - If necessary, escalate the matter to the appropriate channels within the coalition for mediation or resolution.

Failure to comply with this code of conduct may result in disciplinary action, including but not limited to warnings, suspension, or termination of membership.

By becoming a member of the US Coalition of Black Women Businesses, you agree to uphold this code of conduct and contribute positively to the growth and success of our community.

Note: This is a general template for a code of conduct and can be modified to fit the specific needs and values of the US Coalition of Black Women Businesses.

USCBWB Member Individual Goals and Desires Worksheet

As a member of the US Coalition of Black Women Businesses (USCBWB), it's important to identify and articulate your individual goals and desires within the context of the coalition. This worksheet will help you outline your aspirations and intentions as a member. Take some time to reflect on the following questions and write down your responses:

What are your primary business goals and objectives?

Examples: Expand my business network, increase sales and revenue, develop strategic partnerships, enhance brand visibility, improve business operations, etc.

What specific support or resources do you hope to gain from the coalition?

Examples: Access to funding opportunities, mentorship from experienced entrepreneurs, educational workshops and training programs, marketing and promotional support, collaboration opportunities, etc.

What are your personal development goals as a member of the USCBWB?

Examples: Enhancing leadership skills, improving business acumen, fostering self-confidence, building a strong professional network, gaining industry insights and knowledge, etc.

How do you envision contributing to the growth and success of the coalition and its members?

Examples: Sharing your expertise and experiences, providing support and guidance to fellow members, participating actively in networking events and initiatives, volunteering for committee or taskforce assignments, etc.

Are there any specific areas of interest or topics you would like to explore within the USCBWB community?

Examples: Women's empowerment, diversity and inclusion, mentorship and coaching, industry-specific discussions, policy advocacy, personal wellness and work-life balance, etc.

How do you envision your participation in the coalition aligning with your personal values and aspirations?

Examples: Promoting economic empowerment and social justice, uplifting the voices of Black women entrepreneurs, fostering collaboration and community, advocating for equity and inclusion, etc.

What do you hope to gain from connecting and collaborating with other like-minded Black women business owners?

Examples: Learning from their experiences and insights, exploring potential partnership opportunities, building a support network, exchanging ideas and best practices, etc.

Are there any specific milestones or achievements you aim to accomplish as a member of the USCBWB?

Examples: Reaching a specific revenue target, launching a new product or service, securing a significant partnership or contract, receiving industry recognition or awards, etc.

Remember, your goals and desires may evolve over time as you progress in your journey as a member of the USCBWB. Regularly revisit and revise this worksheet to reflect your changing aspirations and to ensure alignment with your personal and professional growth.