



WOMEN IN CONSUMER FINANCE

TEAM LEADER GUIDE

— 2024 —

THANK YOU!

Thank you for volunteering to be a 2024 Team Leader. By engaging your team as described in this guide before, during and after the November conference, you'll empower them to have an amazing WCF experience. In the process, you'll take on a fulfilling leadership role, make connections, and give back to the community.



EXPERIENCE CAPTAINS

Each pair of team leaders will be assigned an Experience Captain. These women, experienced WCF team leaders themselves, will be great resources for any questions or concerns that arise over the next few months.



Doroithia Allen-Taylor



Amanda Bost



Tonia Brown



Amanda Ellenbecker



Bekah Luebcke



Shauna Rice

PRE-CONFERENCE CHECKLIST

SEPTEMBER

- ☐ **Get acquainted with your co-team leader**, discuss your WCF experiences, and decide how you'll share team responsibilities.
- ☐ **Choose a restaurant and make a reservation for your team dinner** on Monday, November 11th at approximately 7 PM. *Note: Ask if the restaurant can provide separate checks. If not, plan how your team will split the bill. Make sure your team knows this is not included in the conference fee.*
- ☐ **Schedule your pre-conference team Meet & Greet(s)**. Two meetings on different days/times may be the best way to ensure everyone can attend.
- ☐ **Download the WCF App**. Fill out your profile and get familiar with the Interface so that you can help your team later.
- ☐ **WHOLE SHEBANG TEAMS ONLY:**
Choose and source a team spirit item (i.e. hat, scarf, t-shirt). *Note: Team leaders typically procure these for their team, but you could share a link with your team where each of them can purchase the item instead.*

OCTOBER

- ☐ **Hold a virtual team Meet & Greet between 10/15 and 11/1**. We'll provide a brief deck for these meetings. Feel free to share your own WCF experiences and Insights on making the most of WCF. This would be a good time to coordinate a team color/theme/outfit for dinner on Tuesday night, if desired.
 - ☐ **Coordinate in-person meetups for November 9 & 10**
Those who arrive early may want to connect over dinner or drinks, or even plan an excursion together. Even if you won't arrive early, please facilitate meet-ups for your team members in advance.
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TEAM LEADER CONFERENCE TIMELINE

MONDAY, NOVEMBER 11

MORNING: Hang with your team. Those arriving over the weekend but not participating in an organized pre-conference activity may wish to meet for breakfast or lunch, or hang out at the pool.

2:00 PM: The conference officially begins with a 75-minute get-to-know-your-team session. Teams will meet at assigned locations.

AGENDA:

- **INTRODUCTIONS** (30 min.): Everyone shares name, role/company, expectations for the conference, and something about herself.
- **WHOLE SHEBANG TEAMS ONLY:** Scavenger hunt begins. (45 min.)
- **JUST ENOUGH TEAMS ONLY:** Ice-breaker activity TBD. (45 min)

6:45 PM: Following the cocktail reception, teams will meet in the lobby to head to dinner at your pre-arranged time and location.

TUESDAY, NOVEMBER 12

7:15AM: WHOLE SHEBANG TEAMS ONLY: Enjoy breakfast with your team. Team numbers will be on tables. Review the team color/theme/outfit for dinner.

2:30 PM: WHOLE SHEBANG TEAMS ONLY: Compete in the Trivia Smackdown for your chance to win photo rights with the huge trophy.

WEDNESDAY, NOVEMBER 13

10:00 AM: WHOLE SHEBANG TEAMS ONLY: Sit together during the closing session and reflections activity

11:00 AM: Say farewell for now to your new lifelong friends and cheerleaders.

WHOLE SHEBANG TEAMS ONLY: See next page for post-conference instructions.



POST-CONFERENCE

WHOLE SHEBANG TEAMS ONLY: Facilitate a virtual get-together In January to debrief, catch up, and hold each other accountable for the goals set during the conference. It will be up to the team to decide how much (or whether) to stay In touch throughout the rest of the year.

QUICK RESOURCES

[Conference Agenda](#)

[Frequently Asked Questions](#)

[Team Type Breakdown](#)

[App Download Link \(Apple\)](#)

[App Download Link \(Android\)](#)