

WOMEN IN CONSUMER FINANCE

TEAM LEADER GUIDE



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THANK YOU!

Thank you for volunteering to be a 2025 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 team leader 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.



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 10th at approximately 6:30 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 NetworkingTag App**. Emails about the updated version will be sent to small groups of attendees starting September 15. Complete your profile and explore the interface so you'll be ready to support your team.
- ☐ **WHOLE SHEBANG TEAMS ONLY:**
Choose and source a team spirit item (i.e. hat, scarf, t-shirt). *Note: Team leaders typically collect payment and 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 the conference. 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. You should also decide on a time for your first official in-person team meeting on November 10.

TEAM LEADER CONFERENCE TIMELINE

MONDAY, NOVEMBER 10

Team leaders can choose whether their team meets at breakfast, lunch, or in between the two based on preference and arrival times.

8:30 AM: Breakfast (included in registration)

9:30 AM: On-Site Volunteer Opportunity

11:30 AM: Lunch (not provided), Scavenger Hunt begins for WS teams. Teams meeting at this time can meet for lunch off site, BYO lunch to an agreed-upon spot, or gather after eating lunch.

1:00 PM: Sessions begin (Roundtables, Speed Networking, Official Welcome, Keynote, Our Stories)

6:00 PM: Teams will meet in the lobby to head to dinner.

TUESDAY, NOVEMBER 11

7:45-9:00 AM: 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.

7:45 PM: WHOLE SHEBANG TEAMS ONLY: Wear your team garb and dance the night away!

WEDNESDAY, NOVEMBER 12

8:00-9:00 AM: WHOLE SHEBANG TEAMS ONLY: Meet with your team to reflect on your experience, share your takeaways, and say your final goodbyes over a light breakfast Wednesday morning.

NOTE: There is no additional programming on Wednesday. This will be your last chance to touch base with your team before everyone heads home.

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 \(Android\)](#)