

Chapter Leader Role and Responsibilities

ROLE

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have chapters across the United States where members learn about and advocate for gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections that increase our strength and collective impact. Our chapters are led by volunteers who are the heart and soul of our organization. Their contributions and leadership are critical to fulfilling our mission. **In order to ensure successful and sustainable chapters, Together Women Rise recommends that chapter leaders serve a minimum of two years in the role, and that each chapter have a succession plan in place.**

Each chapter leader has the flexibility to create and develop her/his own chapter meeting format, and to determine the size of the chapter. Meetings can vary from lunches or dinners in someone's home, to gatherings at workplaces, churches, high schools, or colleges. There are, however, key responsibilities that all chapter leaders are asked to fulfill.

RESPONSIBILITIES

1. Work with their assigned Mentor and/or Regional Leader to complete all required chapter leader training.
2. Identify and recruit a co-leader to share the leadership role and/or involve chapter members in the running of the chapter (i.e. hosting, presenting, etc.).
3. Develop a succession plan for the chapter leader role.
4. Hold chapter meetings on a regular schedule. Together Women Rise is based on a successful model where chapters meet on a monthly basis, with a different grantee featured each month.
5. Ensure that Together Women Rise's grantees and other programs are the sole focus of chapter meetings, and that the Together Women Rise educational materials are shared with members.
6. Oversee the collection of chapter meeting donations and ensure that all checks are sent to Together Women Rise's secure bank lockbox, using the appropriate forms and processes, **within five days of chapter meetings.**
7. Encourage members to set up automatic recurring donations, and support and promote Together Women Rise's annual appeal to chapter members. This lessens the work for chapter leaders and supports Together Women Rise more consistently.
8. Maintain confidentiality of all individual member donation and contact information, as per Together Women Rise's Volunteer Confidentiality Agreement.



8. Provide member contact information to Together Women Rise Home Office using the required forms, and ensure that this information is kept up-to-date.
9. Keep Together Women Rise Home Office informed of whether the chapter is open or closed to new members. If open, respond to inquiries from potential new members in a timely manner, and welcome/ orient them to Together Women Rise.
10. Keep current on news and information about Together Women Rise by reading the member newsletter *The Dish* and the *Chapter Meeting Menu* which includes information and tips specific to Together Women Rise chapter leaders.
11. Maintain regular contact with your Together Women Rise Mentor and Regional Leader, and participate in regional activities, such as chapter leader conference calls, retreats, meetings, and Together Women Rise community events whenever possible.

