



# TOGETHER WOMEN RISE

Collective action for global gender equality

## You've Got This! Simple Steps for a Successful Chapter Meeting

Each month, Together Women Rise features a project addressing one of the many challenges women and girls face in low-income countries. We award these projects a Featured Grant and together we learn about the country, the culture, and how the project will help women and girls. We provide various resources about each project on our website for chapters to explore and discuss during meetings. Meetings can take many forms; in homes, parks, or even online. Although each chapter operates differently, below are a few suggested steps for each gathering:

### Before Your Meeting:

1. Determine a date, time and location for your meeting – we recommend creating set days/times every month for consistency. For example, the second Tuesday of the month at 7pm.  
**Pro Tip:** Share the load by having members rotate who hosts the meeting or gives the presentation on the grantee.
2. Send out invites/evites/email with the date, time, and address of the upcoming meeting.  
**Pro Tip:** These invites can be as detailed as you like. Consider including links to the learning materials on the Together Women Rise website or upcoming national events.

### During Your Meeting:

1. If you are a new chapter, a large chapter, or have new members/guests, we recommend using name tags and allowing time for folks to introduce themselves.
2. Use a [sign-in sheet](#) for members and guests so we have current contact information.
3. Have a member lead a presentation or discussion of the featured grantee.  
**Pro Tip:** Helpful tools including videos, PowerPoints, and fact sheets are available on our website under “Featured Grantees”. Some chapters do additional research on the topic, while others host more freestyle discussions.
4. Schedule time for socializing and building community. This can be at any point during the meeting.
5. Collect donations or encourage members to donate online or set up [recurring donations](#).

### After Your Meeting:

1. If you receive donations, complete the [Chapter Donations Transmittal Form](#) and mail, with checks, to our bank lockbox within five days of your meeting.
2. Follow up with visitors and new members. Thank them for coming – by phone, email or handwritten note.
3. Send new member details to the Home Office via this [form](#).
4. Complete your [chapter meeting evaluation](#) online.