



Chapter Application and Chapter Leader Selection Procedures

Chapter Application Procedure

- A.** A Chapter is a group of dues-paying members who come together and agree to be part of the Family of Women.
- B.** When a group of members decides it wishes to become a Chapter, it must comply with the following Chapter Application Process:
- 1.** Draft a Vision or CPR (Context, Purpose, Intended Results) of the Chapter's intention for at least the next year,
 - 2.** Complete a petition to become a Chapter with the signatures of all dues-paying members in the potential chapter,
 - 3.** Provide a list of leadership-trained leaders (names, qualifications, contact information) who are prepared to lead, including at least one leader who is prepared to stand as the Chapter Leader, and
 - 4.** Specify a primary contact for the Chapter Application Procedure and provide all necessary contact information. After completion of the above, the package is submitted, via email, to the Chief Operations Officer (COO) and the Chapter Leader Team Lead. The specified primary contact also must connect by telephone with the Chapter Leader Team Lead.
- C.** The COO and the Chapter Leader Team Lead will review the Chapter Application package within 14 days of receipt. Upon acceptance, the Chapter Leader Team Lead advises the specified primary contact by email and by telephone. Once approved for full Chapter status, an announcement is made to the Family of Women membership.

Selecting a Chapter Leader

- A.** Each Chapter is required to have, at a minimum, a Chapter Leader and a Meeting Leader. The requirements for Chapter Leader are set out in the Leadership Requirements

B. Policy. It is recommended but not required that the candidate has successfully completed another leadership position. The Chapter Leader is selected for an 18-month term that starts at the beginning of a cycle. She may be re-selected for one additional 18-month term provided she goes through the entire selection process as outlined in (B). When a Chapter Leader is selected mid-cycle, her term is the remainder of that cycle plus an additional 18 months.

B. The procedure for selecting a Chapter Leader is as follows:

- 1.** The current Chapter Leader circulates a letter to the Chapter membership at the beginning of the cycle of her completion, advising the members that the Chapter is looking for candidates for Chapter Leader. When a new Chapter is being created, the primary contact commences the process. The goal is to have the new Chapter Leader selected three months prior to the completion of the current Chapter Leader, so that she can shadow the current Chapter Leader as part of her training.
- 2.** A member who wishes to be a candidate prepares a written Candidate Statement that includes her vision for the Chapter and her relevant experience, both in the Family of Women and in her life. The candidate has a conversation with the Chapter Leader Team Lead regarding the responsibilities of the Chapter Leader.
- 3.** The Candidate Statement is submitted to the current Chapter Leader who circulates it to the Chapter membership at least 2 weeks prior to the selection date, along with written notice of the procedure to be used for the selection. The procedure to be used for the selection (i.e., secret ballot, a show of hands, email or electronic voting, etc.) is determined by the Chapter Leadership Team. When a new Chapter is being created, the selection procedure is determined by the primary contact and at least two leadership-trained leaders in the prospective Chapter.
- 4.** The Chapter members shall have an opportunity to ask questions of the candidates, either at a town hall meeting or at the selection meeting. The Chapter Leader(s) is selected by a vote of a simple majority of the total number of dues-paying members participating in the selection process.
- 5.** After selection, the incoming Chapter Leader(s) informs the Chapter Leader Team Lead by email and by telephone of her/their selection. The incoming Chapter Leader shares her vision with the Chapter Leader Team Lead, and they begin consistent collaboration and communication. This is important to their having a successful partnership.

C. All Chapter activities are carried out in partnership among the Chapter members. This provides opportunities for all Chapter members to participate in various activities (i.e., meetings, leadership, fundraising, mentoring and financial management to name a few) and fosters the development of leadership skills, teamwork, and deepening relationships.

Chapter Responsibilities

The current list of Chapter responsibilities can be found in the Chapter Policy.