



## CHAPTER LEADER ROLE AND RESPONSIBILITIES

### Role

Dining for Women is a giving circle with chapters across the United States and affiliated groups internationally. 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. Chapter leaders play a vital role in raising funds to empower women and girls in the developing world, while also fostering global citizens and powerful agents of change here in the U.S. In order to ensure successful and sustainable chapters, DFW recommends that chapter leaders serve a minimum of two years in the role.

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. Hold chapter meetings on a regular schedule. DFW is based on a successful model where chapters meet on a monthly basis, with a different grantee featured each month.
4. Ensure that DFW's grantees and other programs are the sole focus of chapter meetings, and that the DFW educational materials are shared with members.
5. Oversee the collection of chapter meeting donations and ensure that all checks are sent to DFW's secure bank lockbox, using the appropriate forms and processes, **within five days of chapter meetings**.
6. Encourage members to set up automatic recurring donations, and support and promote DFW's annual appeal to chapter members. This lessens the work for chapter leaders and supports DFW more consistently.
7. Maintain confidentiality of all individual member donation and contact information, as per DFW's Volunteer Confidentiality Agreement.
8. Provide member contact information to DFW Home Office using the required forms, and ensure that this information is kept up-to-date.
9. Keep DFW 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 DFW.
10. Keep current on news and information about DFW by reading the member newsletter *The Dish* and the *Chapter Meeting Menu* which includes information and tips specific to DFW chapter leaders.
11. Maintain regular contact with your DFW Mentor and Regional Leader, and participate in regional activities, such as chapter leader conference calls, retreats, meetings, and DFW community events whenever possible.