



## Chapter Leader Statement of Mutual Commitment

As a volunteer Chapter Leader with Dining for Women, I am fully committed to the organization's vision, mission, culture and core beliefs, as outlined in the attached document. I will exemplify and promote DFW's vision, mission and culture, and my actions will convey our deep belief in collaboration, education, inspiration and transformation.

I understand that DFW 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 in the U.S.

### **As a Chapter Leader, I agree to support Dining for Women in the following ways:**

1. Pay the \$50 chapter registration fee.
2. Review, accept and perform the Chapter Leader duties and responsibilities as outlined to me in writing and by my Mentor or Regional Leader.
3. Complete all required Chapter Leader training as assigned by my DFW Mentor or Regional Leader.
4. Ensure that my chapter meets regularly: preferably monthly, but **a minimum of four times per year**.
5. Plan for the long-term sustainability of my chapter by identifying potential future Chapter Leaders/Co-leaders.
6. Accept and adhere to DFW's Volunteer Confidentiality Agreement in order to maintain the privacy of member contact information and donations.
7. Follow all applicable DFW policies, procedures, protocols and guidelines, including the DFW branding requirements.
8. Share DFW news and activities (as communicated in our e-newsletter, The Dish) with members.
9. Encourage members to participate in DFW engagement activities, such as travel, conferences, advocacy, etc.
10. Serve as an ambassador for DFW in my local area by acting in an ethical manner in everything that I do in the name of DFW.

### **Dining for Women agrees to support Chapter Leaders in the following ways:**

1. Provide an up-to-date, written description of the expectations of the Chapter Leader role.
2. Provide all training needed to successfully perform the Chapter Leader's duties and responsibilities, and provide access to volunteer mentors and regional leaders to support the chapter as needed.
3. Communicate DFW's mission, vision, culture, strategic priorities/initiatives, policies, and other important information about the organization.
4. Provide a variety of resources and tools that allow Chapter Leaders to perform their roles efficiently and effectively (DFW website; member and Chapter Leader newsletters, etc.).
5. Facilitate access to other Chapter Leaders in the region for idea sharing and resources (i.e. through Chapter Leader calls, face-to-face meetings or conferences).

6. Provide a professional, highly competitive grants selection process that screens and vets all grantees, and provide a variety of educational materials for use at chapter meetings.
7. Communicate DFW news and information on an ongoing basis through monthly newsletters, annual report, etc.
8. Process all donations and issue tax receipts as applicable.
9. Maintain the confidentiality and security of all donations and member contact information.
10. Offer a variety of opportunities to engage in DFW, including travel, regional and national conferences, advocacy, other volunteer experience and skills development.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

DFW Representative \_\_\_\_\_ Date \_\_\_\_\_