

HOW TO HOLD A VIRTUAL CHAPTER MEETING

Step #1: Ask Your Members to Help

Does anyone in your chapter have access to an account with one of the online meeting sites like [Zoom](#), [Webex](#), [GoToMeeting](#), or [Skype](#). If so, you are all set! They will know how to use the technology and can help you out! If none of your chapter members has access to one of these sites, we recommend that you use Zoom. It's easy, offers a free account, and DFW Home Office uses Zoom so we can help you troubleshoot if needed.



What Equipment Do I Need?

You can hold a virtual meeting with a Windows or Mac computer, a laptop, tablet, or smartphone. Most modern devices already have video cameras and microphones built in but, if not, you can use a separate webcam. You will also need a broadband Internet connection.

Are Zoom Meetings Secure?

Zoom meetings are private and secure when set up properly:

- Do not post your Zoom link publicly (i.e. on social media).
- Require a password to join.
- Enable the waiting room and admit only people who you know to the meeting.
- Allow only the host to share their screen.
- Lock the meeting after every one has joined. (Click on "Security" on the Zoom toolbar to do this.)

Watch a Tutorial

There are many short tutorials that you can watch to help you use Zoom and set up your meetings safely. Here are a few:

[How to Host a Zoom Call for the First Time](#)

[Zoom 101](#)

Invite Your Members

When you set up your Zoom meeting, you will create a **link** that your members will use to join the meeting. This link can be emailed directly to your members or copied into your Evite invitation.



Our WA, Spokane Valley-1 chapter enjoys connecting with each other while social distancing!

Plan Your Agenda

We recommend that your virtual meeting last no more than 45-60 minutes. It's hard to keep people's attention if it goes longer than 1 hour. (If you use the free Zoom account, you will only have 40 minutes.)

1. Allow some time for everyone to join the meeting, especially the first time.
2. Start off with some basic Zoom instructions – how to show your video; how to mute/unmute yourself; where to find and use the chat function.
3. Check in with everyone: encourage members to share what they are feeling & experiencing in the crisis.
4. Consider an icebreaker. Here are some [icebreaker ideas](#), or come up with your own. If you have a large group, Zoom allows you to create **breakout groups** for smaller discussions. Learn [here](#).
5. Learn about the month's Featured & Sustained Projects. (See more info below.)
6. Ask members to donate, if they are able. Encourage automatic recurring donations.
7. Wrap up the formal meeting and hang out informally; dine and/or drink together online, if you wish!

Learning Virtually

All of DFW's learning materials are available on our website under the "Learn" tab.

- Invite members to present the month's projects, just as you do when you meet in-person.
- Watch the month's video together. As the host, you can play the video on your device, click "Share Screen" on the Zoom toolbar, and then everyone can watch the video together! To ensure that members can hear the sound, be sure to select "Share computer sound" (you will see it at the bottom after you click on "Share Screen").



- If you typically watch the longer "Conversation With ..." video, you can do so as described above.
- Show the PowerPoint on the month's projects. Once again, just share your screen!
- Invite a grantee representative to join you online. You can find the quarterly speaker list on the [Quick Links](#) page under Chapter Resources on our website.

How Can Members Donate?

1. **Encourage them to set up automatic recurring donations.**
Click [here](#) for the form to set it up by bank draft or credit card.
Click [here](#) for credit cards only.
 2. **Donate online** by credit card by clicking [here](#).
 3. **Mail a check to:**
DFW Monthly Chapter Donations
P.O. Box 890272
Charlotte, NC 28289-0272
- If you prefer, you can invite your members to send their checks to you for mailing to the address above.
 - Be sure to share this donation info with your members:
 - You can share [this slide](#) during your virtual meeting or post the info in the “Chat” box.
 - You can also copy the donation info and share it in your meeting invitation or follow-up email.
 - No matter how your members give, their donations will be credited to your chapter!

Instructions for Your Members

Along with the Zoom link, you may also want to send these Zoom tips to your members:

- Here is a very [short YouTube video](#) to watch if you have never used Zoom before.
- Please join by computer or laptop so that we can see each other as well as the video.
- It's a good idea to download the Zoom app on your device ahead of time.
- Log on a little early to make sure you get connected.
- If you have trouble connecting, log out and try again, or use your phone to call in.
- After you click on the meeting link, make the following selections when prompted:
 - Join with video
 - Join with computer audio

We Are Here to Help!

DFW staff are more than happy to answer any questions or help you out.

Please email info@diningforwomen.org or call 864-335-8401.