

Local Chapter of AGWA

AGWA is seeking to establish 6 – 10 Local Chapters in Urban / Suburban settings in 2017 or 2018.

Chapter Director

Independent Contractor Agreement (12 month contract)

Must hold a valid CGW credential.

Cannot be associated with any organization / entity that competes with AGWA.

Paid Compensation each meeting or 1 CGW Renewal Credit per meeting

Meetings

Frequency: once monthly

Length of meeting: 60-90 minutes

Time: Weekday evening at 7:00 PM

Location: Public Library centrally located in urban or suburban community

Attendance

Members – chapter meeting included in membership

Guests – 1st meeting free

2nd meeting – must become a member

Meeting Agenda:

Networking

Sign Attendance (Members and Guests)

Meeting

- Introduction by Chapter Director
- Guest Speaker on Topic
- Close by Chapter Director

Meeting Supplies provided by AGWA in a Tote Bucket or Rolling Luggage

AGWA Table Banner

AGWA Table Poster

Various Handouts

AGWA Shirt for Chapter Director

Attendance Sheets

Marketing / Promotion –

AGWA

Website's Chapter Page

Email Blasts

Library's promotion (website, email blasts, newsletters, flyers, posters)

Community Newspaper

Community website(s)

Chapter Director

(Must hold a valid CGW credential)

Job Responsibilities:

1. Get approval from National Association to proceed with Local Chapter in _____
(urban and suburban areas only at this time.)

2. Library meeting room availability to accommodate 20-30 persons
20-30 Chairs
2 Tables (at least one for speaker and one for attendance/handouts)
Cost to rent room? Janitorial fee?
Written Agreement ? (If yes, forward to AGWA for signature)
Does library have a place to keep meeting materials ?

Learn about the Library's Promotional possibilities:

- Posters in Window
- Banner (size and location)
- Flyers in Flyer Rack
- Library website
- Library e-mail blasts or newsletter
- Library calendar

Community Promotion:

- Newspaper (where to send articles, news releases, deadlines)
- Community Website (where to send articles, deadlines)

3. Contact 3 speakers for first 3 months meetings (at least 60 days lead time for 1st meeting).

Date:	Time:	Location:	
Speaker:		Title:	Company
Topic of Presentation			

4. Is there an alternate CGW who can chair the meeting if you would be unable to attend?
Name:

5. Send all of this information to AGWA.

6. If AGWA approves, then Chapter Director Agreement will be forwarded for signature.

7. While waiting for 1st meeting (minimum of 60 days)
 - a. prepare “canned 45-minute presentation” in case speaker doesn’t show up for meeting
 - b. write copy for community newspaper press release and forward to AGWA for approval
 - c. write copy for community website press release and forward to AGWA for approval
 - d. write copy for library promotion and forward to AGWA for approval
 - e. Once approved by AGWA then submit press releases

8. Week Prior to Each Meeting

Verify with Speaker that s/he will be attending and provide directions / address

Double check meeting supplies

9. Day of Meeting

Arrive at least 30 minutes prior to scheduled meeting time.

Wear your AGWA shirt

Check in the library staff that you have arrived to use the meeting room.

Set up room (tables, chairs, handouts, attendance form)

Greet meeting attendees.

Greet the speaker.

Open meeting at designated meeting time (be prompt)

We’ll provide an opening script later.

Introduce Speaker

Close meeting (we’ll provide a script later.)

After everyone has left

Be sure that no articles are left behind (turn into library’s lost and found)

Gather the meeting supplies.

Inform library staff that you are leaving.

10. Document the Chapter Meeting by scanning and e-mailing the Attendance Form to AGWA.

Attach and photos that were taken during meeting (only with written permission of everyone in the photo)

11. Obtain speaker for 4th meeting

- a. provide speaker info to AGWA so the Chapter Website can be updated
- b. prepare press releases for 4th meeting and send to AGWA for approval
- c. Once approved, submit press releases for 4th meeting

12. Repeat process for next meeting

AGWA's responsibilities:

- Register with Secretary of State to do business in ____
- Obtain Liability Insurance for Local Chapter in _____
- Sign agreement with Library for each Chapter
- Prepare Chapter Director Agreement (Independent Contractor) for signature
- Update AGWA Website – Chapter Page
- Approve copy for Community press releases for each chapter
- Approve copy for Library press releases for each chapter
- Purchase Signs, Posters, Banners, etc. and ship to each Chapter
- Print and ship meeting materials to each Chapter periodically
- Communicate with each Chapter Director
- Compensation paid quarterly for each meeting
 - \$200.00 per chapter meeting
 - \$200.00 for chapter start-up
 - Or 1 CGW Renewal Credit per meeting

Chapter FAQs

Will there be chapter officers?

No, there will not be any chapter officers.

Chapter members can serve as volunteer committee chairpersons or committee members at the discretion of the Chapter Director.

Examples: Speaker Committee
 Membership Committee (or New Member Committee)

Can our chapter have its own website?

No, the chapter will have a website page on AGWA's website.

Can our chapter have its own Facebook page?

No, the chapter may not have its own Facebook page.

Can our chapter do anything other than have monthly meetings?

Yes, after 12 months of successful operation, the Chapter Director can ask to host the next AGWA Grant Conference. Preference will be given to Chapters located in a State Capitol which enables speakers to be more easily obtained.

Can our chapter do any fundraising?

No, AGWA is a 501c6 exempt organization, and therefore is not charitable.
AGWA is a professional organization, not a charitable organization.

Can our chapter host/sponsor a workshop or seminar?

No, all training is conducted by the national association, AGWA.

Can members who are Consultants advertising grant writing services at the meeting?

No, the only 2 grant writing services that may be advertised at the meeting (verbally or in writing) are the Chapter Director's business and AGWA Grant Consulting Services.

Can other businesses advertise anything (verbally or in writing) at the meeting?

No, unless they are an AGWA Business Partner such as IACET, GrantStation, Grants.gov, etc.

Can the chapter provide refreshments?

No, just bottled water as a chapter activity.

If the library rules permit it, then individual members may bring his/her own refreshment for personal consumption.

Other Questions: