

Welcome Members!

A Message from the Membership Department

Welcome to the National Association of Black Women in Construction (NABWIC), Inc. We value your support and interest in our organization.

As a valued member, access to the Members-Only section allows you to read or download the latest edition of our newsletter, access the Member Directory, and other member benefits. We encourage you to update your contact information to make sure that you stay connected! We are always here if you need us.

Feel free to direct questions about your NABWIC membership to us at membership@nabwic.org.

NABWIC Membership Department

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This is the 2013 edition of the *Chapter Membership Manual*. It is intended for use by 2013-14, 2014-15, and 2015-16 NABWIC committees.

The information in this publication is based on the NABWIC Bylaws, and Code of Policies. Please refer to those resources for exact guidelines. Changes to these documents, by the NABWIC Executive Board **overrides** policy as stated in this publication.

Introduction

NABWIC Membership Committee Manual was developed to help National Association of Black Women in Construction, Inc. (NABWIC) membership committees establish goals and understand their responsibilities related to increasing the organization's membership.

Because committee responsibilities vary according to area and established procedures, you should adapt the suggestions in this publication to fit your chapter's needs. This publication includes three sections.

1. The first describes the major responsibilities of your committee.
2. The second describes responsibilities specific to you as the chair of the committee.
3. The third describes the process for chartering new chapter(s).

Each committee has a manual that provides an overview of the committee and its responsibilities (organization administration, membership, public relations, and service projects).

Comments?

Direct questions or comments about this manual can be sent to Membership Committee Chair:

NABWIC
P.O. Box 173967
Hialeah, FL 33017
Email: membership@nabwic.org
Phone: 786-473-0232
Fax: 305-628-3497

Committee Role and Responsibilities

The role of the membership committee is to develop and implement an action plan for membership development. To be effective, NABWIC needs members. The organization's ability to serve the community, support black women and girls, and develop leaders capable of serving NABWIC beyond the organizational level is directly related to the size and strength of its membership base.

The responsibilities of the membership committee, summarized below, are explained more fully in this section:

- Develop committee goals to achieve membership goals for the coming year and review accomplishments of the previous year.
- Educate and train NABWIC members about the importance of recruitment and retention of members.
- Conduct classification surveys to ensure that members' occupations and businesses reflect current business and community needs in the construction industry.
- Develop a membership action plan to improve member satisfaction that involves surveying members and initiating changes in response to their feedback to ensure that NABWIC remains relevant to its members.
- Work with the public relations committee to create a positive organization image that is attractive to prospective and current members.

As you read more about these responsibilities, think about your committee goals, what your action plan will be, and what resources you will need for your year.

Membership Development

Developing NABWIC's membership requires identifying and attracting potential members and keeping current members. New members bring fresh ideas and new energy to an organization. Current members are crucial to continuing NABWIC's good works and being the voice of black women in construction.

To recruit new members, the membership committee sets goals, develops a plan for achieving them, and communicates with NABWIC members in order to implement the plan. Although the committee leads the NABWIC's recruiting efforts, recruiting is a responsibility of each member. The membership committee should encourage all members to ask friends, family, business associates, and other community members to identify women who represent the four pillars of NABWIC.

Retention efforts should be a priority for the membership committee. Conduct NABWIC and member assessments regularly to determine NABWIC's strengths and weaknesses. Ensuring that members are informed, involved, and recognized for their contributions will increase member satisfaction. Monitoring trends in project participation and engagement, length of membership, fellowship activity, and contributions to the annual retreat can reveal concerns that may need to be addressed.

The process for developing a NABWIC member often includes the following stages:

- Identify
- Introduce
- Invite
- Induct
- Inform and Orient
- Involve
- Educate

Identify. Identify members of your community who are a good fit for NABWIC. Careful selection of members will increase your NABWIC's retention rate and reinforce positive attitudes toward new-member Induction.

Introduce. Introduce prospective members to NABWIC by describing what we do, our successes and our programs. Develop a program that provides prospective members with an overview of:

- NABWIC's history and a description of its primary or signature projects and activities.
- The benefits and value of membership in NABWIC and the various opportunities to get involved in activities.

Invite. Invite prospective members to join with a visit to www.nabwic.org and visit to regular monthly meeting. Invitation from both a general member and a member from the membership committee. When extending the invitation, you should know the interests and expertise of the prospective member in order to point out activities and projects that would be of interest to them. If the candidate meets qualifications for membership, your committee should submit the membership application to the NABWIC Membership Chairwoman. (Would the website do the same thing in the “Join Us” section?)

Induct. Induct new members in a dignified and meaningful way. Invite family members to attend the induction ceremony. During the ceremony, ask new members to talk briefly about themselves. Ensure that all NABWIC members personally introduce themselves to each new member.

Membership committee should provide a new member with the following items:

- Welcome Letter
- Brochure
- Organization name badge
- Rose
- Certificate

Communicate with the National Marketing Committee to ensure that the new member and sponsors are recognized on website and other communications.

Inform and orient. Inform new members about NABWIC by focusing on the following areas:

- Opportunities for service and involvement
- The benefits of being a member of the organization
- The organization’s history and impact on the community

Involve. Ensure that all new members are involved in projects, committees, activities, fundraisers, board meetings, general meetings, and social activities.

Consider these suggestions for involving new members:

- Assign new members to a committee or give them a role at chapter meetings.
- Encourage new members to experience NABWIC by participating in daily conference call and attending the annual retreat.

Educate. Members who feel informed and involved are more likely to remain actively engaged in programs, projects, and initiatives. Chapters should also regularly communicate news from Executive Board to their members. Consider the following activities:

- Regular chapter meetings to discuss which activities members want to continue and which they want to change

- Encourage participation in Blog Talk to include but not limit to inviting potential prospects to inter on the Blog Talk Radio, and then submit their names to the Blog Talk Radio Committee.
- Use your NABWIC websites, social media sites, meetings and emails, and chapter newsletters to share information from your region.
- Encourage members to visit www.nabwic.org and to connect with NABWIC's social media pages to stay current on events and resources.

Diversity

NABWIC'S membership should accurately reflect the community in terms of profession, age, and ethnicity. Having a diverse membership will result in a wider range of experience and knowledge that will be useful for NABWIC's efforts. Membership diversity can also make it easier to attract prospective members in the organization.

NABWIC Image

NABWIC'S image is directly related to its ability to attract new members. The chapter should highlight the specific values and benefits it provides its members, and communicate those values to prospective members. With consistent public image efforts, individuals will seek out local chapter(s) and be more inclined to accept invitations to join.

The membership committee should work with the marketing committee to coordinate public image efforts.

Update a website that contains current photos and contact information, depicts the organization's projects and goals, and includes details about meetings and events. NABWIC chapter membership committees should consider using social network sites, digital audio, streaming video, podcasts, and blogs in efforts to attract new members. To obtain help in developing these resources, consider targeting professionals in marketing, fundraising, public relations, and Web technology in your membership recruitment efforts.

Membership Committee Chair

To prepare for your term as committee chair, learn what will be expected of you and your committee by the chapter's board of directors and members. There are several things you should do before you take office to prepare for your role. In addition to attending the annual strategic planning meeting, you should participate in activities of your chapter and the national association.

- Meet with the outgoing committee chair
- Review NABWIC'S Bylaws and Operation's Manual to become familiar with procedures and regulations
- Review the strategic plan and develop annual goals to support it
- Select and prepare your committee members with the president elect
- Create subcommittees as needed (identifying new members, retention, new-member orientation, and mentoring)
- Develop a communication plan for the year
- Determine what additional responsibilities or duties are needed for your committee

Good preparation will lead to a productive year. Once you take office, you will have the following major responsibilities:

- Manage your committee's budget.
- Work with other committees in each chapter.
- Plan and conduct regular committee meetings and activities.
- Monitor progress toward your committee goals, and report committee activities and progress to the chapter president, board of directors, and full organization.

Your Committee

Work with the president-elect to select committee members to fill vacancies and conduct planning meetings before the start of the year. For continuity, committee members should be appointed for three years. When selecting new members, consider the following characteristics:

- Professional experience in recruiting, marketing, or sales
- Thorough knowledge of NABWIC
- Outgoing and sociable personality

Once your committee is formed, it is your responsibility to prepare members for the coming NABWIC year. Determine how to use the skills and interests of your members and delegate tasks accordingly. You can prepare committee members by:

- Informing them of the committee's ongoing activities and plans related to the NABWIC'S strategic plan
- Pairing new committee members with more experienced ones
- Encouraging communication with counterparts in other chapters using the Monthly membership directory updates
- Sharing the resources available to your committee
- Giving members a list of district activities and meetings

Goal Setting

As the Membership committee chair, you are responsible for ensuring that it sets and achieves its annual goals to support NABWIC's strategic plan. You'll have an opportunity to work on goal setting with your president-elect and other incoming leaders at the annual meeting.

Effective goals. Be sure that the annual goals reflect committee capabilities and NABWIC interests. Goals should be shared, measurable, challenging, achievable, and time specific.

Action plan. Work with chapter leaders and committee members to develop an action plan that outlines the steps needed to achieve each goal. The following steps can help:

- Establish a time frame for each step.
- Determine who is responsible for implementing each step.
- Establish the criteria for measuring progress and success for each step.
- Consider the resources available and needed from the organization to support the goal.
- Decide how you will evaluate success in attaining your goals, and whether baseline data is needed.

Motivation. Part of your responsibility is keeping your committee members motivated. Common motivators include:

- Assurance that the goal will be beneficial
- Belief that the goal is achievable and will be successful
- Opportunities for fellowship and networking
- Assignments that use each member's expertise
- Recognition of efforts and time spent working toward committee goals.

Using these motivating factors can help maintain member commitment to NABWIC and encourage continued participation in activities.

Budget

Before December 1st begin work with the treasurer to determine what funds your committee will need and ensure these funds are included in the organization's budget. Be sure to include any planned fundraising activities. Provide oversight of committee funds, transactions, and reports, and be aware of the financial condition of your committee's budget at all times. By meeting regularly with organization's financial secretary or treasurer, you can take action if issues arise.

Communication

Think about how you will communicate with the following leaders.

- **Committee members.** Committees should meet regularly and identify available resources, discuss ongoing projects and new initiatives, and develop strategies to achieve committee goals.
 - **Your chapter.** Report your committee's activities, including action plans and progress toward goals to your chapter president and board members.
 - **Other committees.** The work of one committee affects the work of another. Your committee should work with the following chapter committees:
 - marketing committee (to elevate the image of your chapter in the community, making it more attractive to potential members and building pride among current members) and sponsorship committee:
1. Marketing will electronically generate "Thank you letter" as soon as members pay dues
 2. National Membership Chair will order badges every 30 days
 3. Membership items will be sent to new members within 30 days after full membership payment is received

We Want To Be a New Chapter! What Do We Do Now?

Congratulations!

You have taken the first step to become a new chapter of the National Association of Black Women in Construction, Inc. (NABWIC). You have decided that you, and other women in your area in the field of construction and related industry sectors, are ready to take advantage of opportunities available in our organization.

This section of the Membership Committee manual is designed to give you an overview on organizing a chapter in your area, the necessary documents and guidelines for a new chapter, and helpful tips on membership growth. As you go through this process, remember that NABWIC members are ready, willing and able to help you succeed. Don't hesitate to contact the NABWIC National Membership Chair, National Chair or President with questions or concerns.

A few items to keep in mind:

- You will need a minimum of 15 members to charter a chapter (the more charter members you have, the greater your success as a chapter)
- You will need to schedule a pre-organizational meeting and a subsequent organizational meeting (details in later chapters)
- Determine the area your chapter will serve; the area your members will come from.
- Review the NABWIC National Bylaws.
- Member enthusiasm is the key to a healthy and growing chapter.

As you move forward, please know our national leadership is available to help your chapter thrive. Keep a contact list close at hand **you are not on your own.**

Again, congratulations and welcome to NABWIC!!

How to Start a NABWIC Chapter

- Plan the first meeting (approximately 1 ½ to 2 hours).
 - Pick a location for the meeting
 - Invite and confirm a minimum six people for the meeting.
 - Confirm attendance of NABWIC National president, vice president, National membership chair or designated representative.
 - Give a copy of each of these to each guest: Agenda, National Bylaws, and History
- Hold the first meeting which shall be the pre-organization meeting (facilitated by a financial NABWIC member in Region). A financial member can be assigned by contacting the NABWIC Membership Chair.
- At the first meeting be prepared to –
 - Decide on the next group meeting date which shall be the **first organization meeting**.
 - Decide on a Chairperson. (Just because you initiate the first meeting does not mean you have to be the Chairperson. One of the other people may take on this role.)
 - Go over the enclosed NABWIC Chartering Group Registration Form and set a date to submit the completed form
 - Review the major topics of the NABWIC National Bylaws.
 - Submit a completed NABWIC Membership Form, along with membership fee, for each group member within 30 days of the pre-organizational meeting.
 - Decide on a group name (which must be on the Chartering Group Registration form).
 - Determine the territory that your chapter will cover.
 - Discuss and understand the membership dues and structure and what funds are due to the National Chapter.
 - Discuss how you shall advertise the formation of the proposed chapter and generate interest – Facebook, Twitter, LinkedIn, etc.
- Submit the completed Chartering Group Registration form with all dues from Charter members to the NABWIC Membership Chair within 30 day of the pre-organizational meeting. Forward Group Registration Form and NABWIC Membership Form (with fees if applicable) to membership@nabwic.org or:

NABWIC – ATTN: Membership Chair
PO Box 173967
Hialeah, FL 33017

First Meeting (Pre-Organizational Meeting)

Please keep in mind:

The appointed Chair facilitates this meeting and may have a standard agenda for first meeting that may be used in place of or with adjustments to this suggested agenda.

Agenda

- I. Call to order and Prayer/Meditation
- II. Introductions by everyone
- III. National Membership Chair, President or National Chair goes over Chapter formation requirements.
 - a. NABWIC History and Founder
 - b. Why join NABWIC?
 - c. NABWIC Member Code of Ethics.
 - d. Discuss the major topics of the National Bylaws and the Chapter Bylaws
- IV. National representatives will discuss the Chartering Groups Registration Form; and the group agrees on a date to submit the form with the required collected dues to the National.
 1. Group will nominate and vote on temporary Chairwoman (who, among other responsibilities, will submit all needed forms and monies to National on behalf of the group), temporary Vice Chairwoman, temporary Secretary and temporary Treasurer. All parties must be financial to be nominated or hold office.
 2. Group will agree on deadline date everyone will submit NABWIC Membership Application and dues.
 3. Group will agree on meeting dates for the next eight weeks (i.e. Mondays, 7pm – 8pm) and advise National Membership Chair to ensure availability
- V. Set date for the next group face to face meeting which shall be the **First Organizational meeting** where the National and Chapter Bylaws are adopted.
- VI. Recommend group names and vote on name within next 30 days.
- VII. Any wrap up discussion.
- VIII. Closing Prayer/Meditation and Adjournment

First Organizational Meeting

Now this is the real thing. At the Organizational meeting you should again follow an agenda.

- The presiding officer is the temporary chair that was elected at the Pre-Organizational meeting;
- Minutes of this meeting are required and will be the responsibility of the temporary secretary;
- A brief overview of NABWIC can be given by either the NABWIC National President or designated member.
- With at least 15 potential members committed to joining, the business portion of the meeting can take place and include the following:
- The election of officers must take place within 30 days after First Organizational Meeting.
 - Working with the Group, the Nominating Committee will provide a slate of officers to members of the group.
 - Working with the Nominating Committee and the Group the Election Committee's designated member will facilitate the Chapter Election Process and verify Election Results to National Membership Chair, National Chair and National President or designated member.
 -
- Create local Chapter Bylaws using NABWIC Bylaws as an example.
 - Decide upon the territorial limits and a chapter name (to be approved by the NABWIC National Executive Board).
 - The name shall be NABWIC and the same of the principal city.
 - Select a tentative chartering date six to eight weeks out, to be approved by the NABWIC National Executive Board.
 - This time frame is necessary to process the required papers and arrange for a NABWIC representative to be present
 - The chartering ceremony must be held no later than ninety (90) days after the Organizational Meeting.
 - No chartering dates shall occur fifteen (15) days prior to or fifteen (15) days after the close of the NABWIC Annual Meeting.
 - Ask for volunteers to serve on the required standing committees. (See list of committees included in National Bylaws). For example:
 - *The Education Committee should start lining up speakers for monthly chapter meetings as soon as possible.*
 - A newly organized committee is encouraged to decide on a location for the next monthly chapter meeting and hold that meeting even if it is before the official chartering.

The NABWIC National President, National Chair and National Membership Chair should continue to communicate and attend meetings of the newly chartered chapter. The support and information they can provide will further strengthen the vitality of the group. They should:

- Provide samples of newsletters, budgets, and speakers
- Introduce new members to the NABWIC national board members and let them know about their support.
- Be sure that the new chapter officers and committee chairs can access the NABWIC website for information.

Prepare for Chartering

Only paid members can be identified as Charter Members

- ❖ Each Charter member and other members must go to www.nabwic.org to upload profile and obtain By-Laws;
- ❖ Each Charter member shall confirm their adherence to the NABWIC Member Code of Ethics by reciting it, as noted below.
- ❖ Each Charter member shall agree to abide by the NABWIC Member Policies as noted below.

NABWIC Member CODE OF ETHICS

- I will always contribute to the harmonious supportive atmosphere of NABWIC and my chapter,
- I am committed to growth and goals of NABWIC as well as my fellow members' success.
- I will always behave ethically toward my chapter members and the other members of NABWIC.
- I will maintain absolute confidentiality with respect to the disclosures made by NABWIC members.
- I will make conscientious effort to attend and participate in NABWIC events and meetings.

NABWIC MEMBER POLICIES

- Prior to the submission of an application, potential members may attend meetings.
- Membership within NABWIC occurs once all admission requirements have been met, and with the unanimous vote by Membership Committee accepts membership; with the provision that the Chair may overturn a membership vote to accept a member at their discretion.
- Membership dues are to be paid annually on or before your anniversary date of each year. New members must pay dues with Member Application online.
- Only active, non-provisional members can be elected to serve on committees, receive member discounts, and appear in the membership directory.
- Members are expected to arrive at meetings or NABWIC events in a timely manner and to remain for the duration.

Charter Chairperson Registration Form

Name _____ Middle _____ Last Name _____

Do you own your own business ___ Yes ___ No

Are you planning to start your own business? ___ Yes ___ No

What is the name of your business? _____

Years in business _____

Purpose of business _____

Web Address _____

How did you hear about NABWIC? _____

Have you ever attended a NABWIC event? ___ Yes ___ No If yes when and what event? _____

Are you a member of a NABWIC Group? ___ Yes ___ No (If yes, please provide Group info below)

Group Name _____ Group Leader _____

Please enclose Minutes from 1st meeting.

Please acknowledge reading the NABWIC Member CODE OF ETHICS

- I will always contribute to the harmonious supportive atmosphere of NABWIC and my chapter,
- I am committed to growth and goals of NABWIC as well as my fellow members' success.
- I will always behave ethically toward my chapter members and the other members of NABWIC.
- I will maintain absolute confidentiality with respect to the disclosures made by NABWIC members.
- I will make conscientious effort to attend and participate in NABWIC events and meetings.

Signature: _____

GROUP AGREEMENT: On behalf of the group members listed herein I confirm that we have agreed to adhere to the NABWIC Member Code of Ethics, Bylaws, rules, regulations and policies of National Association of Black Women in Construction (NABWIC). This agreement shall survive any termination or dissolution of Chapter.

Group Leader Signature: _____ Date: _____

Charter Group Member Registration Form

(THERE MUST BE AT LEAST FIFTEEN (15) FINANCIAL MEMBERS TO CHARTER)

Name _____ Middle _____ Last Name _____

Please acknowledge reading the NABWIC Member CODE OF ETHICS

- I will always contribute to the harmonious supportive atmosphere of NABWIC and my chapter,
- I am committed to growth and goals of NABWIC as well as my fellow members' success.
- I will always behave ethically toward my chapter members and the other members of NABWIC.
- I will maintain absolute confidentiality with respect to the disclosures made by NABWIC members.
- I will make conscientious effort to attend and participate in NABWIC events and meetings.

Signature: _____

Please make all checks payable NABWIC
Mail form and payment to: NABWIC and mail to: NABWIC, Inc. PO Box 173967 Hialeah, FL 33017

INTERNAL USE ONLY		
DATE RCVD:	MEMBERSHIP CHAIR APPROVAL	PAYMENT PROCESSED
PRESIDENT APPROVAL	CONSTANT CONTACT	CHARTER APPROVED



___ NEW MEMBER

___ RENEW MEMBERSHIP

SECTION I – GENERAL INFORMATION

Name: _____
Last First Middle
 Company Name: _____ Title: _____
 Corporate Address: _____ City _____ State _____ Zip _____

A valid email address is required to receive NABWIC News, renewal reminders, and a user name and password to access the Member center/Directory at www.nabwic.org. Email address: _____

Telephone _____ Fax Number _____ Cellphone: _____
 Website: _____ Facebook _____ LinkedIn _____ Twitter _____

SECTION II – MEMBERSHIP (check only one) All renewals are due on your anniversary date. You will receive a renewal notification prior to your anniversary date.

Membership Level	Annual Membership Dues
<input type="checkbox"/> Student	\$ 35.00 (Currently in School)
<input type="checkbox"/> Member at Large	\$ 200.00 (Not Affiliated with NABWIC Chapter)
<input type="checkbox"/> Individual	\$ 200.00
<input type="checkbox"/> Small Corporate up to \$5 Million in sales	\$ 1,000.00
<input type="checkbox"/> Medium Corporate up to \$25 Million in sales	\$ 2,500.00
<input type="checkbox"/> Large Corporate above \$25 Million in sales	\$ 10,000.00

Chapter Location _____

SECTION III – CORPORATE MEMBERSHIP (check one) Company Type

- General Contractor/Construction Manager
- Trade Contractor: _____ (type)
- Professional Service Provider
- Architect
- Interior Designer
- Supplier: _____ (type)
- Vendor: _____ (type)
- Other: _____ (type)
- General Contractor/Construction Manager
- Trade Contractor: _____ (type)
- Professional Service Provider
- Architect
- Interior Designer
- Supplier: _____ (type)
- Vendor: _____ (type)
- Other: _____ (type)

Average number of full-time employees
 DUNS #: _____
 Are you bondable? __Y__N
 Is company registered in CCR? __Y__N
 Yes/No
 Is your company 51% woman owned, managed and controlled? __Y__N
 Is company certified woman-owned?
 If so, please indicate all certifications:
 __ DBE __ SBE/SDB
 __ EDWOSB __ SDVOSB
 __ HUB __ VOSB
 __ MBE
 __ NWBOC
 __ WBE
 __ Other

NAICS Codes

Payment Method

___ Check (enclosed)
 NABWIC – PO Box 173967, Hialeah, FL

Year Company Incorporated _____ Signature: _____ Date _____

FOR OFFICE USE ONLY

Approval _____ Date _____ Amount _____ Check Date _____ Check No. _____

What Is Next?

1. APPROVAL

- a. Upon receipt of all required documents and dues, NABWIC Membership Chair will submit Group Bylaws to Legal for sufficiency. Legal shall submit interpretation within 30 days.
- b. After receiving approval from Legal, Membership Chair is prepared to send letter congratulating Chapter and prepare Chapter for Chartering.
- c. When permission to charter a new chapter is granted by the NABWIC Membership Chair, President, Vice President or Board of Directors.

2. AFTER CHARTERING, THE CHARTERED CHAPTER SHALL:

- a. Continue to solicit new members.
- b. Offer your assistance to the Board of Directors, explaining duties and responsibilities as officers and directors.
- c. Invite members from the new chapter to attend chapter and Board meetings.
- d. Encourage new chapter members to attend meetings, conference(s), etc. Explain the usual format, proper attire, time schedule, etc. Advise them of all upcoming regional and national events, i.e., Congressional Black Caucus, Annual Strategy Planning Meeting, etc.

CONGRATULATIONS!!!

The Chartering ceremony will be the first introduction to NABWIC for many in attendance, including industry employers. It is important that the best possible first impression be made.

The following may prove helpful:

- The room should be large enough to allow ample space to move about during the social hour.
- Name Tags should be provided for all in attendance and guest book provided.
- Be sure to greet everyone and enjoy your accomplishments.
- Your Chapter name has been approved, you have received the Congratulatory statement from the NABWIC Officer, your invitations have been sent out, RSVP's have been received, you have been in communication with the NABWIC Membership Chair and NABWIC Chartering Officer (normally President) and you are ready to go.

A couple of things to remember:

- Confirm attendance of your charter members;
- • Have your agenda printed;
- Have someone at the door with the RSVP list checking people in;
- Have fun.

A sample agenda and sample Chartering Officer Ceremony is attached for your use.

SAMPLE

National Association of Black Women in Construction

_____ Chapter # _____

Chapter Chartering Installation of Officers and Directors

Location: _____

Date: _____

AGENDA

Call to Order National Executive Board Member

Inspiration and Pledges

Welcome Chapter President National Executive Board Member

Chapter Chartering

Ceremony NABWIC Chartering Officer National Executive Board Member

Installation of Officers and Directors _____

Director _____

Chapter President's Comments

_____, Chapter # _____

Adjourn

SAMPLE

Chartering Officer Ceremony

On December 12, 1991 the vision for the National Association of Black Women in Construction "was conceived as an idea while I was thinking about the vision for my life" said Ann McNeil, founder of NABWIC. From the inception of the concept it was to be a coalition that represented the voice of Black Women in construction.

After several years gathering, working in and discussing the construction industry we were looking for a way that could bring other women working in the industry together and provide a support mechanism in the male dominated industry. On October 4, 2006, the National Association of Black Women in Construction was incorporated in Florida. In order to add other chapters, NABWIC amended its name on March 9, 2009 to National Association of Black Women in Construction, Inc. and chartered the Miami Chapter.

The women of NABWIC had the foresight to create an atmosphere where they could network and support each other professionally as well as personally. The support provided by members of NABWIC gives women additional confidence to reach for and achieve their goals. The underlying value of NABWIC has not changed much over the years. NABWIC provide women in the industry with a support system and networking opportunity. The value of NABWIC has spread and chapters are forming throughout the United States.

NABWIC realized that it needed to think of and provide for the future. Always the intent was to "go back" into junior high schools, high schools and colleges to encourage young Black girls and young Black Women to enter the construction industry as professionals, tradeswomen, architects, engineers, suppliers, contractors, subcontractors, and laborers.

With every membership, NABWIC empowers itself and provide each member services that will build lasting strategic partnerships with organizations and individuals committed to providing inventive and transformative solutions for black women and their respective communities. NABWIC exist to provide advocacy, mentorship, and professional development for its members. Each member of NABWIC has the opportunity to extend those services to all black women in construction. As a member, you and/or your company will be part of a networking force with national industry speakers motivated to change the industry.

Industry Day in Washington, DC is one of NABWIC's signature events. Industry Day provides a platform for industry professionals to share with students the opportunities available in various career fields of transportation, aviation, construction, and engineering. Industry Day differs from a traditional career fair by offering information through small seminars with dialogue exchange, rather than by exhibits or booths. NABWIC host the event with Lockheed Martin in collaboration with the TransTech Academy Partners Consortium.

SAMPLE

NABWIC's Mission: To increase the national awareness of African American women in the construction industry. The charge of the National Association of Black Women in Construction (NABWIC) is to advocate for Black women to further opportunity for its membership. We advance the NABWIC mission, as our core foundation is strengthened, with the building blocks of new educational, entrepreneurial, professional and social network connections.

NABWIC, a not-for-profit organization, has 30 members and tonight we charter its ____th chapter. Chartering a NABWIC chapter in what the locals call the _____ area which includes the cities of _____, _____ and surrounding communities is a forward movement of the construction industry. NABWIC members are in all phases of construction including tradeswoman, Owners, Project Managers, architects, Engineers, bookkeepers, bankers, insurance and bonding agents. NABWIC provides leadership training and professional education to the women in construction to increase their overall knowledge of the industry providing value to the employers, increasing the employees esteem and in doing so providing increased worth to the employers. In addition, the networking opportunities provide a reliable resource, increased marketing and business opportunities and is going to benefit the construction businesses for which these woman work. _____, would you name the chartering members, please and have the members come forward for the signing of the charter?

Ladies and Gentleman, you have witnessed the formal signing of the charter of the _____ Chapter of NABWIC # _____. As you can see from the many ladies who are the chartering members of this chapter that the various phases of construction are represented. Ladies, I know that you will continue the NABWIC Founders' purpose of providing a support network for woman in the construction industry by providing professional programs, educational opportunities, leadership training, mentoring, and community service.

NABWIC has received the request for charter, the required documentation for chartering and incorporation, applications of the chartering members and the chapter name of _____ has been approved.

As an Officer of the National Association of Black Women in Construction and the Chartering Officer, I declare the _____ Chapter of NABWIC # _____ duly chartered. Congratulations.

What Else Do We Need to Know?

1. Chartering expenses paid by Chartering Chapter
2. AFTER CHARTERING, THE CHAPTER SHALL:
 - Work closely with the National Executive Board it to ensure its success.
 - Continue to solicit new members.
 - Encourage new chapter members to attend Chapter and NABWIC meetings.

For the first year only, it is recommended that copies of Regular Meeting Minutes and the monthly Board of Directors' Meeting be sent to the NABWIC National President.

New NABWIC Chapter Checklist

- Presiding Officer (Temporary Chair)
- Organizational Minutes from 1st Meeting
- Charter Chair Registration Form
- NABWIC Chartering Group Registration Form
- Completed NABWIC Membership Application Forms along with membership dues for each charter group member. Wild Apricot documentation is acceptable.
- Election Results
- Bylaws

All documents are included

_____ Date _____
Signature, President