



## Chapter Standards

### MEETINGS

- Mentoring Exercise at Every Meeting
- Mentor/Mentee Connection
- Introduction of Guests, Recognition of Visiting Members, New Members, VIPS
- New Member Orientation
- WOVI Table/Member to Member Table
- Ice Breaker/Mixer Exercise
- Reading of Mission and Vision Statements
- Speaker/Program/Meeting Evaluation
- Member Spotlight

### REPORTS

- New Member Applications distributed to appropriate people in Chapter with original application sent to WOVI Inc. as soon as possible, but no later than thirty days of meeting  
Includes funds due to WOVI, Inc. Membership is not activated until WOVI, Inc. receives both original application and appropriate funds. Then date on application becomes official.
- Meeting Recap Reports sent to WOVI, Inc. as soon as possible but no later than 30 days of meeting.

### MENTORING

- New members assigned mentor/mentee as soon as possible but no later than three months of joining.
- Mentor Committee contact of members every three months for evaluation and/or reassignment.

### COMMUNICATIONS/PUBLIC RELATIONS

- Web site information in required format submitted to designated person (to be forwarded to Webmaster) three (3) weeks prior to next meeting.
- Three months programs posted on website
- Newspaper announcements and articles
- E-mail announcement to members distributed at least three weeks prior to event and again one week prior to meeting
- Use of WOVI annual theme in communications, at meetings, etc.

### COMMUNITY INVOLVEMENT AND OUTREACH

- Donations and contributions to WOVI, Inc.
- Donations and contributions to organizations that serve the needs of women
- Activities and partnerships that further WOVI and its mission and goals

### MEMBERSHIP GROWTH

- |   |                                  |                                  |                                  |             |
|---|----------------------------------|----------------------------------|----------------------------------|-------------|
|   |                                  | Jan – June                       | Retention                        | July – Dec. |
| <input type="checkbox"/> Benchmarks:              | 7/1/ _____                       | 9/30/ _____                      | 1/1 _____                        |             |
| <input type="checkbox"/> Growth:                  | <input type="checkbox"/> Net +10 | <input type="checkbox"/> Net +20 | <input type="checkbox"/> Net +30 |             |
| <input type="checkbox"/> Retention:               | <input type="checkbox"/> 75%     | <input type="checkbox"/> 90%     |                                  |             |
| <input type="checkbox"/> Dues Paid/Renewed as of: | 2/28 _____                       | 8/31 _____                       |                                  |             |

### LEADERSHIP

- Officer Training
- Council Meetings Attended (Number Attended) \_\_\_\_\_