



AFWA Network Launch

Start Connecting with Professional Women Near You!



What is an AFWA Network?

AFWA Networks allow members of AFWA to closely identify with other members in their community. As women, we can learn from and be inspired by each other. And a network of women in similar positions is a powerful thing. Be it for breakfast, lunch, or happy hour, getting together a few times a year can be a huge advantage both professionally and personally.

Included in Networks	Easy to Lead
<p>Connection to a local community of women in accounting and finance</p> <p>All the benefits of AFWA National Membership</p> <ul style="list-style-type: none"> - Access the AFWA's nationwide Membership Directory - Scholarship opportunities from The Foundation of AFWA - Listing in AFWA's Find a Pro Directory - Regular online eLearning offering free CPE - National volunteer opportunities - And SO MUCH MORE! 	<p>No formalized Chapter Leadership</p> <p>No Chapter dues</p> <p>No Chapter bank accounts or budgets to manage</p> <p>No CPE at group-live events – eliminating the need for regular monthly programming and reporting</p>

What is required of a Network?

- At least one primary contact, who is an active member of AFWA on record with National Headquarters
- Recommended: Engages regularly on at least one social media network
- Recommended: at least 4 social events throughout the year
- Recommended: Attend the national conference



Getting Started



Establish a Primary Contact with AFWA National Headquarters

- At least one primary contact, who has joined AFWA as a member-at-large (or member of another chapter), is required to launch a new network
- Recommended: identify at least one or two additional supporting contacts to assist with the effective launch of a new network

AFWA Action

Once a core group of 2-3 members demonstrate action to promote AFWA and grow a network, AFWA will create the Network in our database. Any new members may then join AFWA as a Network Member rather than a member-at-large.



Plan A Network Event

- Select the date/time/location of the Network event.
 - Breakfast or lunch at a local restaurant
 - Happy Hour or wine tasting
 - Sporting event or other activity such as a paint night
- Utilize promotional materials and templates provided by HQ to support the promotion of your first event.
- The Network Primary Contact will have access to AFWA membership reports through the “Manage My Chapter” portion of her member profile. Download the Network’s active member list to send event invitations.
 - Members can also use the AFWA Member Directory to find all members affiliated with the network and located in nearby cities.

AFWA Action

Notify AFWA HQ of upcoming events for additional promotion on AFWA.org



Tips

- Utilize an online event manager to send invitations and collect RSVPs, such as Facebook (great if you have a Facebook page for the network), or Evite.com (free and easy to share invitations).
- Share the responsibility. Anyone can coordinate an event for a Network meet up. It's as simple as selecting a time and place. Ask network members for ideas, maybe there is a new restaurant or bar in town everyone wants to try. Encourage others to take the lead on planning the next event.
- Networks are about making connections! Ensure your events are welcoming to newcomers. Remind participants to invite friends or let them know you'll make introductions if they walk in alone.
- Facebook Groups are a great option for Networks. Groups are easy to set up and any group member can post. Share upcoming events, AFWA updates, job opportunities, helpful articles and more. As your network grows, be sure to tell members about your online group. Be sure at least two active members have admin access to the group at all times. Name the group "AFWA City Network."



FAQ

What responsibilities does the Primary Contact (PC) have?

- The PC for the Network will be listed on AFWA.org
- When a new member joins, or potential member inquires, the PC will be notified
- The PC(s) will have access to membership reports on the AFWA "Chapter" Dashboard.
- The PC is not responsible for organizing every event, but should be willing to assist with promotion and invitations for all events
- The PC(s) will receive AFWA's monthly Leaders Ledger e-newsletter
- If the PC no longer wants to hold the responsibility, a new PC should be identified. AFWA HQ will request a current PC annually.

Can a Network solicit sponsors? networks may solicit the support of sponsors in the form of providing food, event space, or entertainment. Donations or sponsorship in the form of cash may not be received.

Can a Network host a fundraiser? Networks do not have bank accounts, therefore monetary funds should not be collected. However coat drives, accessory drives, or community service projects are encouraged.



Can a Network distribute scholarships? A Network can not hold a scholarship fund. However, Networks can endorse students for scholarships through The Foundation of AFWA.

Can a Network become a Chapter? Yes. If members of the network express an active desire to grow the network into a formal chapter, AFWA can provide information for the Chapter Chartering process.

How does an AFWA Chapter become a Network? An AFWA Chapter choosing to become a Network should complete the chapter deactivation process according to its Chapter bylaws and instructions provided by AFWA National. This includes closing all chapter bank accounts. Once chapter deactivation is initiated Chapter Membership Dues will be set to \$0 and the chapter will be renamed to XYZ Network. All current members will automatically be added to the new Network.