



Monthly Drop-In Chapter Host Roles and Responsibilities

Role Description

The Women on Site (WOS) Wednesday Monthly Drop-In Meetups create opportunities for women and gender diverse people that work in the construction, building sciences, manufacturing and other similar industries to connect and network at a local level.

The Monthly Drop-In Meetup Chapter Host will attend the monthly WOS drop-in Meetups held at a local establishment from approximately 7-10 pm on the first Wednesday of every month.

Responsibilities

Annually

- Secure one venue to host the Drop-In Meetups, ideally this will be the same location every month.
- Secure at least one annual chapter sponsorship of \$3,000
 - Please note: this sponsorship will cover the costs of materials printing and shipping (i.e. signs, posters, stickers, pamphlets, etc), advertising (i.e. social media and local news ads), and back-end chapter coordination.
 - A chapter sponsorship must be secured prior to the official opening of your chapter meetups.
 - Please refer to the Chapter Sponsor Package on our website for more information.

Monthly

- Confirm that at least one volunteer will be present at the meetup.
- Confirm monthly reservation with Venue Partner at least 2 days prior to the meetup.
- Arrive 10 minutes prior to meetup start time.
- Set up signage (on tables, on the bar, in bathrooms, outside the venue).
- Collect attendance via WOS Google Sheet using the QR code for attendees to scan.
- Create and participate in local WhatsApp chat
 - Send link with reminder to RSVP each month
 - Send reminder day before/day of meetup
- Promote meetups online and through local networks to ensure the success of the chapter.
- Maintain regular contact with the WOS team!
- Take photos and have fun :)