



GUIDELINES FOR WOWE CHAPTER LEADERS: DOs, DON'Ts, and NEVERs

Thank you for volunteering as a WoWE chapter leader. Local chapters have been part of Women of Wind Energy almost since our beginning, serving as a source of talent, creativity, wisdom, and momentum. Our collective years of experience together have suggested some helpful DOs and DON'Ts, plus a few crucial NEVERs, for chapter operations. Please review these guidelines carefully and call the WoWE office if you have questions.

WoWE Chapter DOs:

DO SPREAD THE WORD ABOUT WOMEN OF WIND ENERGY. Chapters are the public face of WoWE at the local and regional level, offering valuable opportunities for women to connect and support each other's career development. Publicizing your events not only brings new members to your chapter and WoWE, it promotes our industry's future. To post news of upcoming events on the WoWE website, please send draft text (150 words or less) to WoWE@Windustry.org. You can also use the WoWE listserv, local email lists, company bulletin boards, and word-of-mouth to publicize chapter activities. On event day, please invite attendees to record their names and contact information, including email addresses, for future mailings from local or national WoWE.

DO STRENGTHEN WoWE's NATIONAL PROGRAMS. Help us celebrate and advance women of wind by working together at the national and local levels. Current WoWE programs include an annual luncheon at WINDPOWER, nomination-based awards honoring prominent women in our industry, an on-line mentoring program, educational fellowships, and other career development tools. Chapters also provide a forum to discuss issues related to our industry and offer educational resources about wind energy policies and programs.

DO HELP GAIN FINANCIAL SUPPORT FOR WoWE. WoWE's work is made possible by support from corporate partners, foundations, and individual donors. Our website describes WoWE sponsorship opportunities and donations, offers checkwriting instructions for donors to receive tax benefits for their charitable gifts, and provides necessary contribution forms. If you or someone you know would like to hear more about giving to WoWE, please contact us through our office at Windustry.

DO HELP WoWE IDENTIFY AND HONOR WOMEN LEADERS. Women's leadership is needed at every level of the wind energy industry. You are WoWE's eyes and ears in the field, best able to gather input and amazing stories about remarkable women of wind. Each year, please actively engage your chapter members to submit nominations for our *Woman of the Year* and *Rising Star* awards, presented annually at WINDPOWER. In the future we plan to develop a web-based résumé bank to assist wind energy companies seeking talented women – your input will help us build this tool. We also invite your recommendations to identify strong candidates for WoWE's first full-time Executive Director, a job search we expect to launch in spring 2009.

DO SHARE LOCAL PROGRAM IDEAS WITH OTHER CHAPTERS. What you are learning in your chapter can help other chapters build their outreach and impact. Please keep other chapter officers informed about your ideas and activities, using the WoWE listserv on our website. We hope to expand this toolbox of ideas in our revamped website, anticipated for later in 2009.

WoWE Chapter DON'Ts:

DON'T FORGET THAT YOUR CHAPTER IS PART OF A NATIONAL ORGANIZATION.

Chapter values, objectives, and goals must be in alignment with WoWE's overall mission – to support and encourage the participation and advancement of women in the wind energy industry – and reflect approved program priorities. We want to maximize WoWE's impact by focusing our national, regional, and local efforts on the same leverage points for industry growth and change.

DON'T BE A ONE-WOMAN SHOW. The core of every volunteer-driven organization is the efforts of a few dedicated members. The trick is not to overburden those few or burn them out. Please seek ways to widen the circle of chapter volunteers and leadership. WoWE chapters exist to build grassroots engagement by a broad cross-section of women of wind energy, offering chapter activities that reflect a diversity of interests and needs.

DON'T SPEND MORE MONEY THAN YOUR CHAPTER CAN AFFORD. Chapter activities should be kept inexpensive so all friends of WoWE can participate, and should not exceed the budget that your local chapter members and partners can handle. The national WoWE organization cannot offer funding for local events at this time.

DON'T CHARGE DUES FOR LOCAL MEMBERSHIP. WoWE membership is currently free. We will be exploring new chapter structure and national/local connections later, with the input of chapter leaders, once WoWE incorporates as an independent nonprofit.

WoWE Chapter NEVERS

These restrictions are mandated by the nonprofit status of Windustry, our host organization, and will apply equally when WoWE becomes an independent 501(c)3:

NEVER MAKE LEGAL OR FINANCIAL COMMITMENTS ON BEHALF OF WoWE. Under no circumstances should chapters enter into legal or financial transactions under the name of Women of Wind Energy or WoWE. Only Windustry can do this.

NEVER COLLECT FUNDS BEYOND EVENT REIMBURSAL UNLESS OKAYED IN ADVANCE. If you hold a chapter lunch or meet-up and each attendee contributes to meet the tab, or if a hosting company chooses to pick up the bill, this kind of collection is okay. But collecting funds for special chapter programs, scholarships funds, travel subsidies, etc. must be approved in advance by WoWE staff. Failing to meet these guidelines could get our sponsoring nonprofit, Windustry, into trouble.

NEVER IMPLY CHARITABLE GIFT CREDIT FOR CHAPTER CHECKS YOU HANDLE.

Individual WoWE chapters do not have public charity status. Only checks made payable to Windustry/WoWE and received through the Windustry office can be counted as tax deductible donations, within IRS guidelines.

NEVER ENGAGE IN POLITICAL ACTIVITY IN THE NAME OF WoWE OR YOUR CHAPTER.

All individual WoWE members can take a role in advocating the future of renewable energy, with wind leading the way. But WoWE and WoWE chapters must observe strict limits on political activity. Chapters may not endorse or contribute to candidates for public office, recommend votes on public ballot questions, or lobby legislators and government officials.

Thank you for your energy and assistance to build a robust WoWE network!