



Guidelines to Assess Potential Chapter Readiness

To determine if a group or potential chapter is ready to incorporate and become an OWIT chapter, there are various questions and criteria the VP Chapter Development considers when making the decision. The following list is not finite or all inclusive, rather meant to be used as a guideline.

When receiving an inquiry, the VP Chapter Development will review your application for membership to determine if you are ready. These questions will assist you with this assessment.

Questions to consider when you want to start a chapter.

- ◆ Why do you want to start a chapter?
- ◆ How will your community benefit from your chapter?
- ◆ What is the background of the person contacting OWIT?
- ◆ Is this person affiliated or working for a larger corporation?
- ◆ Does she/he have affiliation with a government or trade organization that can offer assistance or can support the start of a chapter in various ways?
 - This would include financial support for start up costs associated with starting a chapter.
 - Donate in kind assistance such as printing of literature, use of expertise such as legal assistance help incorporate and set up chapter.
- ◆ Are there enough persons who can be involved with a potential chapter?
- ◆ Will there be enough sustaining board members? Complete contact information as well as employment information for all board members should be obtained.

A conference call to speak with the potential President and board members is also suggested. This will help to eliminate setting up a chapter that is not sustainable.

Questions about how the organization plans to market and grow the organization will be raised. Information about how the organization plans to raise funds in order to sustain and grow the organization. The potential chapter should at least show they have enough to pay the dues for the first year following the initial application.

It should be suggested all of the information available from the other chapters be reviewed as a guideline and resource. This will give a potential chapter many good ideas.

The interested person should provide some sort of time frame as to how long setting up the chapter will take.

OWIT should take reasonable care to not associate with any potential persons or groups which may be detrimental to OWIT as an organization or to the USA. VP of Chapter Development will use resources available to check the validity of potential chapters.