

the
quick
script

Use this part of the manual as a Quick Reference and Agenda to run the meeting. If you need another ideas or more details you can always refer to the larger Chapter Leader Manual. This is also useful if you are unable to run the meeting yourself and need to rely on a sub.

11:15-11:30 - OPEN NETWORKING

Chapter Leaders should be at the meeting location 15-30 minutes before the scheduled meeting time. Make sure to greet all visitors and migle and model good networking behavior.

11:30-11:45 - REGISTRATION AND START LUNCH

Begin moving members and visitors to their seats, silence their phones and instruct the wait staff to being collecting lunch orders.

11:45-12:00 - INTRODUCTION, MISSION STATEMENT, BASIC WEW INFO

Introduce yourself as the chapter leader and feel free to add in a short sentence or two of why you believe in the mission of WEW and decided to launch a chapter.

"Good morning/afternoon! My name is _____ and I am the Leader for this Women Empowering Women Chapter and I want to welcome everyone for attending this month's meeting My role as leader is to follow a structured agenda and cultivate an environment where women can share ideas, collaborate with each other and build meaningful relationships."

"Who's here for the first time today? (Wait for them to raise their hands) - WELCOME! We are so excited you are with us today!

Who's been to a WEW meeting before? Wait for them to raise their hands) - WELCOME BACK!"

"Women Empowering Women (WEW) was founded in 2013 by two avid networkers who saw a gap of women who were unable to attend some networking events due to financial constraints or time requirements."

"They created a vision to develop a cohesive networking group where members would know each other well enough to provide authentic and knowledgeable referrals and leads. But also be a safe place where women could discuss their struggles and successes with other professional business women and learn or be mentored from women of all ages and stages in their careers. The goal was to create a forum for working women to exchange information and support one another's businesses."

"Having a diverse membership was also their intention and they found that meetings could accommodate members within the same industry and many of the women embraced this format. The main focus of Women Empowering Women is collaboration NOT competition!"

(Continue telling attendees more about what WEW has to offer)

"In addition to the in-person meeting you are attending right now, Women Empowering Women has much more to offer in a variety of formats. From Virtual Meetings, which are meetings just like this one but on a platform so women can connect from all over the country to Workshops and Training Seminars (both online and in person) we work hard to connect with women wherever they are."

"To see everything that WEW has to offer and find the most current offerings, make sure to visit our website at www.wewnational.com. We're social too and you can find WEW on Facebook, Instagram, LinkedIn & Pinterest."

"Because we are not industry exclusive we invite you to attend other WEW chapter meetings in your area. We are currently up to ___ chapters and are always adding more. You can find a comprehensive list of chapters on our website. There is no limit to the number of meetings you can attend - so get connecting!"

"We believe in building meaningful relationships we do not pass business cards during the meeting. It can also be very distracting so we suggest that you take notes of individual names and businesses so you can connect later. We also have a member directory on our website where you can find members listed. We will tell you more about that in a bit."

"Connecting with members outside of the regular meetings are strongly encouraged to build relationships. Schedule a one on one or small group meeting with someone you don't know and figure out ways to connect and collaborate."

12:00-12:20 - INTRODUCTION OF MEMBERS, ATTENDEES & GUESTS

Determine ahead of time how much time members will have to introduce themselves. Smaller groups or 10-15 or less can have a minute, larger groups should stick with 30 second intros. Have your phone timer ready or ask a colleague to be the timekeeper.

"This is the time of the meeting when everyone stands and gives a ___second introduction. This intro gives members the exclusive opportunity to educate attendees about who they are, what they do, and what business referrals they are seeking or events or promotions they may be hosting."

"We want to be very respectful of everyone's time and make sure we allow time for our main presentation. To ensure we stay on track and end the meeting on time, our Time Keeper will let everyone know when their time is up."

"Please introduce yourself and your business and services or products you offer. Since your intro will be timed make sure to highlight just one or two services or products you offer. If the timer goes off before you are finished with your introduction, just finish your thought and sit down to allow the next person to introduce themselves."

12:20-12:30 - S.O.S. (SHARE OUR STRUGGLES / SHARE OUR SUCCESSSES)

If you need prompt ideas to get this discussion started please check out the full manual.

"Next up is the S.O.S. portion of our meeting. Since we are a networking group that encourages empowerment and confidence and we work to offer support and practical information we created this section in our agenda."

"As women, it can be difficult to share our successes because it can feel as though we are bragging. But there is absolutely no reason why we can't be proud of our accomplishments!"

"This is a safe place where everyone is encouraging and open and non-judgemental. If you have any issues you may be facing, more than likely someone else in this room has also had a similar struggle and may have some advice or suggestions to offer. (If no one has a solution to offer, we may need to find a speaker on that topic!)"

"We will set the time for 10/15 minutes and open the floor to celebrate any wins you had this past month or any advice you want to as for. "

12:30-12:50 - GUEST SPEAKER PRESENTATION / SPEED NETWORKING

Make sure you personally and formally introduce the speaker. It is not a good practice to say "I'll let the speaker introduce themselves". Take the bio they submitted for the event page or ask the speaker how they would like to be introduced.

Plan accordingly on time if there will be a Q&A portion of the presentation. You will need to leave time at the end for closing. Make sure to let the speaker know how you will let them know there is 5 minutes left of their time. Or have your timekeeper turn their countdown towards the speaker so they can be aware of their time.

"One of the main principles of Women Empowering Women is to educate, inspire and educate women. We have had many requests for a presentation on <topic>. So it is with special excitement that I'm pleased to welcome <Speaker Name> to our chapter meeting. <Speaker Name> is going to <brief explanation of topic>, giving us lots of practical ideas we can immediately put to work when we're back in the office. Please join me in welcoming our speaker!"

When the speaker is finished make sure to thank them for speaking.

"Thank you <speaker name> for sharing such valuable information with us. I know our members will find the information useful and we hope you can stay a few additional minutes after the meeting ends to continue to answer any questions. Everyone, let's thank <speaker name> one more time. *(wait for applause)*

12:50-1:00 - MEETING WRAP UP / NEXT MEETING INFO / FINAL QUOTE

Take this time to thank all of the attendees for sharing their time with everyone.

"I know your time is valuable and I thank you for attending this meeting. I hope you found the information valuable and will consider coming again. Make sure you have added your name and email to our chapter sign in sheet. You will receive notifications about upcoming chapter meetings, virtual meetings, workshops and more. There will be a feedback survey in the email you receive after this meeting and I would GREATLY appreciate your feedback.

Our founders and board read through each one of these emails and use the information to improve and expand services and offerings within our organization. WEW was created by women and is successful and evolving because of women like you and your suggestions."

We hope you enjoyed the meeting today and found value in the open networking, the S.O.S. and the speaker's presentation. We hope that you will schedule a coffee date or other meeting with another attendee and build a relationship that will grow you both personally and professionally.

In addition to this meeting format we have one free and a few paid membership options that enhance your WEW experience. There are currently 3 levels a CONNECTED level which is FREE to everyone (as long as you sign up on our sign in sheet), a COLLABORATIVE level and an EMPOWERED WOMAN level. You can find all of the details about each level and their benefits on our website www.wewnational.com. Please check it out and see which level is most beneficial for you and your business.

Also mark your calendars for our meeting next month on <give date>. Our speaker will be <speaker name> presenting on <topic>. It should be another good one!

Before we let you go we want to close the meeting with a final quote:

Choose one quote, either something that goes along with the presentation or something that resonates with you or your chapter. Feel free to use the same one each month or switch them out. We have a collection of quotes in the full Chapter Leader Manual.

"Every woman's success should be an inspiration to another. We're strongest when we cheer each other on." – Serena Williams

"We do not need magic to transform our world. We carry all of the power we need inside ourselves already." – J.K. Rowling

"Comparison is the death of joy, and the only person you need to be better than is the one you were yesterday."— Rachel Hollis