



How to Start a TTN Chapter

The friendships and experiences women share with each other in our community can have an enormously positive effect on their lives. We are always looking for ways to offer the benefits of TTN membership to more women.

If our mission to "empower women to thrive across life's transitions" strikes a chord for you, and you have an interest in starting a chapter in your area, let's talk! Here is some information to get you started.

The Basics

Any woman over 50, or any group of women, can initiate a process to become a TTN chapter. The process timeline varies a lot -- mostly based on how quickly a group attains critical mass (roughly 50 women) -- but you can expect it to take about a year. You would operate as a "chapter in formation" until reaching official chapter status.

To become a TTN chapter, you will need to create a leadership structure comprised of the following:

Chapter Chair (or Co-Chairs)

The Chapter Chair brings TTN's mission and values to life. She builds trust, inspires active engagement, and champions collaboration within the chapter as a way to keep it strong and growing.

On a practical level, her job is to oversee chapter operations by structuring and leading a steering committee and to represent the chapter within the larger TTN organization. The Chapter Chair has ultimate responsibility for the quality of members' experience in the chapter.

Steering Committee

Chapters are free to structure their steering committees in any way they believe will be most effective, but TTN requires that at least one person have responsibility for the following core functions:

- **Membership.** The purpose of this role is to (a) welcome new members and get them engaged in the chapter, (b) stay in touch with established members to ensure that the chapter is meeting their needs, and (c) sponsor activities to encourage women to renew their memberships each year.

- **Finance.** Every chapter needs someone to serve as Treasurer. The Treasurer works with other steering committee members to develop an annual budget. Then, on an ongoing basis, she will review and pay chapter bills, approve expense reimbursements for chapter volunteers, and keep an eye on the chapter's checking account.
- **Programs.** This is a broad category, and many chapters break it up into smaller pieces. Overall responsibilities include developing and hosting events and overseeing membership of peer groups and Special Interest Groups (SIGs). Event coordinators post information on TTN's website about upcoming workshops and events.
- **Marketing and Communication.** This responsibility includes maintaining the chapter's web pages and social media pages, writing and designing newsletters and emailings, and conducting marketing activities to attract new members to the chapter.

Our Process

The first step in the application process is an informal conversation with TTN's Executive Director, Darla Hastings. To set up a Zoom call, contact Darla at darla.hastings@ttnwomen.org.

During the call, Darla will want to understand your view of the potential your location has for establishing and growing a chapter. She will also be interested in your background and the skills and motivations you will bring to a role as Chapter Chair. She will describe TTN's organizational structure and provide some details about the support you'll receive, both before and after becoming an official chapter. Of course, she'll also answer any questions you have.

The second step is for you and Darla to work together to create a simple business plan.

The third and final step is for you to have a quick interview with officers of TTN's Board of Directors. After they give you a thumbs up, you will be welcomed into the TTN community as chair of a chapter in formation.

In this role you will attend monthly Chapter Leader Forums and will receive all the communication and support other chapter leaders receive. In addition, you will have regular check-ins with Darla and various members of the Board so they can provide advice and assistance as you build a steering committee, bring in members, and start to create your own events.

When you have reached a point where you have a steering committee in place and things are running smoothly, you'll "graduate" to a status as a formal TTN chapter.

Does all of this sound like a lot of work? It is! But leading a TTN chapter is enormously rewarding. For many our chapter chairs, it's their best job ever. We hope you'll consider it, and look forward to hearing from you.