

New Zealand Women in Roofing Branches Toolkit



Founding Partner



Partner in Kind



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INTRODUCTION

New Zealand Women in Roofing is a not-for-profit volunteer-based organisation that supports and enhances the careers of women within the roofing industry.

We provide networking, mentoring, education, and recruitment opportunities from the rooftop to the office. For the young professional at the start of her career to the seasoned manager.

Through our commitment to connect and empower women in roofing, we contribute to the overall betterment and professionalism of the roofing industry in New Zealand.

NZWIR is proud to offer memberships for women and men associated with the roofing industry, with an aim of having Branches being located throughout the New Zealand supported by the Board.

Local branches serve as a venue for members to get together on a regular basis to exchange ideas, network, attend educational events, and develop relationships to advance women within the roofing industry.

We as women, must empower one another by working together, fostering relationships, leading by example while offering encouragement and support.

OUR KEY PILLARS

NZWIR is guided by a strong framework of rules, processes and procedures that are designed to facilitate our Key Pillars

Mentoring

Mentor and empower women in the roofing industry to achieve excellence in their chosen careers.

Education:

Create high-quality learning programs and experiences for men and women to build successful businesses and careers in roofing.

Networking:

Provide opportunities to interact with women in the roofing industry, creating strong, long-lasting, and supportive networks.

Recruiting:

Reach beyond traditional recruitment strategies to attract and hire women who will bring diverse backgrounds, talents, and experiences to the roofing industry.

GETTING STARTED

A passion for the roofing industry and empowering women is a must!

The logistics for starting an NZWiR local branch are quite easy, but it is a process that requires commitment.

It requires dedication from its members who support NZWiR's mission and want to take a proactive role in advancing women and our key pillars on which the Organisation is based.

Step 1

- Reach out! We'd love to hear from you!
- Contact a member of the Board, at: info@nzwomeninroofing.org.nz
- Think about what makes sense for the geographic boundaries of your Branch and discuss it with the Board.
- Visit our website, at: <https://nzwomeninroofing.org.nz/>
- Visit our Facebook page, at: <https://www.facebook.com/NewZealandWomeninRoofing/>

Step 2

Get two or three people from within the industry who share your enthusiasm and our key pillars to assist you in the establishment of your local branch.

Step 3

Contact local women within the roofing industry that may be interested in joining your local branch. This can be done by telephone or email; however, we recommend that you first identify individuals you already know.

Contact them and ask them to participate in the establishment of your new branch.

Then, contact the Board to gain access to our membership database for other professionals within the roofing industry near you.

Step 4

Appoint a Branch Leader and Branch Co Leader, this can be done formally or informally as your group sees fit.

Determine and set responsibilities / roles to other branch members (e.g. communication, notetaker for informal minutes, applying for expenses and funding requests)

RULES

Review New Zealand Women in Roofing's Rules and act in accordance with the mission set forth. There is no need to establish a separate set of governing rules, as NZWiR rules also cover Branches.

MEMBERSHIP FEES

Branches are not intended to collect fees, make, or distribute money. However, if you need funding for events, providing education, meeting expenses and so forth, the Board can help.

NZWiR requests that members join at the national level first to help support our mission nationwide. (National fees are \$60.00 + gst per individual annually.)

Branches will then receive 50 percent (%) of each paid national membership in which to operate, on an annual basis, as needed.

SUBMITTING A REQUEST FOR FUNDING

For an event to be funded, branches must cover at least two (or more) of our four key pillars established by the Board (eg: including mentoring, education, networking and/or recruiting)

BRANCH GOALS

Establish the rule of taking your "Organisation's Hat" off at the door and put your "NZWiR Hat" on when you attend a branch meeting or event. This ensures that opposing organisations can work in unity for a common purpose.

Determine what it is your branch wants to accomplish, develop your mission, and vision statements to advance the four key pillars already established at a national level.

Set up meetings/events/gatherings.

It is encouraged for Branch Leaders / Co Leaders to share ideas and visions at a national level.

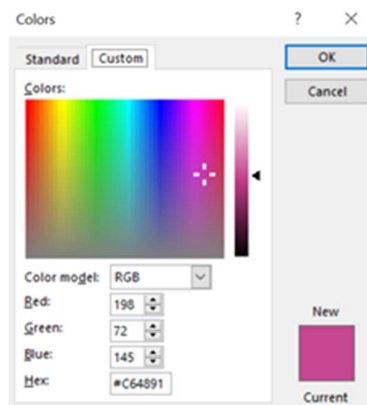
LOGO AND ADVERTISING APPAREL

Branches must adopt the NZWiR logo.

Please contact info@nzwomeninroofing.org.nz for access to the logo, please use the below font colour and style

Font: Calibri

Colour: #C64891



WHAT TO DO ONCE YOU ARE STARTED

Step 1

Hold an informal meeting or social event, invite everyone who may be interested, Include current members of NZWIR and potential new members.

At the meeting be prepared to:

- Sign up new members to both the local branch and at National level. Remember, the only membership fees that should be collected are those at the National Level.
- Discuss your mission, vision, and goals as they align with our key pillars.
- Have an attendance register to contact attendees at a later date.
- Most importantly: Generate enthusiasm for the new branch.

Step 2

Decide and agree on a venue for your meeting.

The venue needs to factor in the type of meeting being held. Generally, locations are easy to arrange, such as at someone's office, small meeting rooms, board rooms, hotels, restaurants, bars and cafes.

Consider rotating the venue where you host your meeting, hosting at members organisations is encouraged.

Step 3

Communicate your events if you choose. Again, this can be as informal or formal as you'd like.

We also recommend contacting regional/local roofing companies, suppliers, and associations to place announcements in their newsletters and social media outlets.

Step 4

Share information with the Board so events and ideas can be shared and promoted to larger audiences.

Submit any content to info@nzwomeninroofing.org.nz when branch updates are requested to ensure that it is included within the newsletter.

NATIONAL BRANCH REPORTING STRUCTURE

Being part of a branch should be a rewarding and fulfilling experience, it is not intended to create more work for those willing to step up, however, it is encouraged that member's share ideas and build on successes by:

- Participating in Branch Leaders meetings via video conferencing
- Submitting agenda items to the Board for discussion
- Taking responsibility and accountability for certain activities, projects, and events where appropriate.
- Communicating, as needed, with the Board regarding projects, events, or concerns
- Contact our Board for assistance in; Mentorship, Education and Community outreach as you plan your meetings, programs, and events.