



- LEADERSHIP CALLS
• CHAIR & VICE CHAIR
• QUARTERLY
JOINT

HOW TO START YOUR LOCAL *Professional Women in Building Council*

1

Build early momentum

- Invite friends, vendors and local businesses/contacts to local meetings or Happy Hours to gain interest!
- Meet for a few months to gauge interest and expand contact list.

2

Demonstrate need

- Schedule meeting with local HBA Board to share attendance numbers.
- Share draft mission and statement – You can finalize with your official council later.
- Include bios and headshots of those interested in serving on your PWB Board.
- Create a list of events you would like to see happen in your community: Charity/community outreach, workforce, networking, education, vision nights, supporting other women-owned businesses.

3

Create Membership Application

- Highlight benefits of PWB membership.
- Understand and help communicate benefits of NAHB and BIAW PWB Membership.
- Set a goal for membership growth for your first year.

4

Develop Your Bylaws/Rules and Procedures

5

Specify your council board positions and job descriptions

6

Craft an annual budget

7

Ask potential PWB members to join your Council Board

8

Build a council meeting agenda template and flow

9

Designate sponsorship values and levels

10

Plan your communications strategies

- Have fun with photos of your PWB Board
- Partner with showrooms for ad value
- Create logo consistent with HBA brand guidelines
- Consider Facebook events
- Don't forget sign-in sheets
- Constantly build and work your email lists
 - Use HBA database if possible.

For more information, contact Spokane Home Builders Association PWB Chair **Katie Getman** at hello@kgetmandesign.com.



BIAW Professional
Women in Building