

**GUIDANCE DOCUMENT FOR
HINDU WOMEN'S NETWORK (HWN)**



Hindu Women's Network

MISSION

We cultivate Hindu women's three great abilities - "Shakti, Seva and Sadhana" for empowering self and others, social contribution and spiritual enlightenment.

GOALS

1. Invoke "मातृ शक्ति (Matru-Shakti) that resides in women for instilling self esteem and self respect.
2. Create Seva Bhavna and offer support to women and family in need.
3. Cultivate Hindu values and wisdom in daily living.
4. Empower each other with positive purpose by sharing knowledge and expertise.

SCOPE OF GUIDANCE DOCUMENT

This document provides how to start a local chapter of Hindu Women's Network and how to conduct Hindu Women's Network activities to meet this organization's Mission.

EVENTS AND SEVA PROJECTS:

All events and projects are conducted to accomplish HWN mission.

- Events would be coordinated by Core team members and would be free for participants.
- Events should be diversified and inclusive of people in terms of age, disabilities, marital and economic status.
- Speaker/facilitator may or may not be core team member.
- Any core group member can initiate "Seva" at individual and group level

ORGANIZATION STRUCTURE:

The HWN organization is structured into various roles for initiating and conducting various activities and projects to achieve its goals. The role and responsibilities are identified for each role.

Leader(s): Minimum two leaders with effective leadership traits.

- Offer direction and guidance to achieve HWN goals.
- Ensure that regular core group meetings are conducted every other month.
EVERY MONTH
- Set-up a calendar in advance to for different activities planned for the year.
- Write meeting summary: Provide summary of each meeting to core group in a timely manner.
- Identify "Event Leaders" and "Event Coordinators" for each event.
- Develop a template for sign-up sheet that can be used for events.
- Update Guidance document in concurrence with others to meet HWN organization need.

Communication coordinators:

Minimum two coordinators with excellent computer skills

- Keep an updated electronic listing of members/attendees.
- Provide summary of each EVENT to core group in a timely manner.
- Promote current and future events via communication avenues like; Social media, Local Newsletter, VHP Magazine, e-mails to event attendees etc.
- Social media sites - Update sites as needed for current and future event information.
- Registration link to be sent along with flyer
- Post pictures and video on social media

Event coordinators:

Two coordinators to manage the event.

- Need to be available on day of the event
- Capable of remaining calm under pressure to handle unforeseen challenges.
- Plan logistics of the event in regards to seating arrangement, food, audio/video/visual set-up
- Monitor all activities during the course of the event to ensure that attendees of the event are satisfied with their experience.
- Enroll others and delegate various tasks to the sub teams

EVENT PROCESS:

1. **Event Topic/Theme:** Make subject matter relevant to the Mission of HWN.
2. **Event Date:** Organizing team will identify the date, which does not conflict with other large social event in the city to get better attendance.
3. **Event Place:**
 - a. As there is no budget to pay rental, it is encouraged to conduct the event at a place that does not charge a fee (for example City Library or Community Center) or at someone's house that can accommodate all attendees.
 - b. Event should be organized at a place, which is safe, easily approachable and away from noise and interruption.
 - c. For an outdoor event, provide a second indoor location in case of inclement weather.
4. **Event Sub-Teams:**
 - a. Event coordinators
 - b. Advertisement/publicity
 - c. Food/snacks
 - d. Venue identification/set-up
 - e. Audio/visual

5. Event Format:

- a. Pre-define the format of the event.
- b. Keep time-span of four hours (AM or PM) to maximum.
- c. Present maximum of three inter-active sessions to engage the audience.
- d. If available, use audio visual means to enhance the participation.

6. Event Invitation:

Send invite to attendees at least 4-6 weeks in advance followed by frequent reminders.

7. Event Food: Core team provides “healthy” snacks/drinks. It practical, do potluck.

8. The Day of Event:

- a. Checkup audio/visual set-up at-least one hour before the event start time
- b. All seating arrangement should be done at-least one hour before the event start time.
- c. Use standard sign-up sheet to record people attendance and their contact information.
- d. Pre-identify a time-keeper to track time and to ensure all activities are completed on time.
- e. Distribute the evaluation forms to attendees to collect feedback, suggestions for future event topics and their interest to volunteer in future events
- f. All Core team members must be available to clean up after the event is over.

9. Post-Event Communication:

- a. Communication Coordinators will send thank you notes to attendees to show their appreciation to attendees within 1 week.
- b. Share the summary of the event (including photographs) to all participants that have attended current and previous events within 2 weeks.

10. Post-Event Meeting:

- a. Leaders will arrange the Core Group meeting within 2-4 weeks.
- b. Communication coordinators will provide summary of the evaluation forms.
- c. Discuss future topics and set the tentative time line for next event.

11. Suggestions for Activities: Plan at least three events per year (spring, summer and fall), can be indoor or outdoor. Have one formal event with internal/external speaker. Invite guests for panel discussions.

1. Effective communication
2. Active Listening
3. Crucial Conversation
4. Raising children in dual culture
5. Young mothers what you can learn from experienced women
6. Feeling lonely, you are not alone
7. How to start home based business
8. Legal help what is available to you

9. How to contribute to the society
10. Practical application of Hindu scripture or shlokas in our daily life
11. Great women of Bharat and their teachings
12. Daily Meditation
13. Walk in the park in the fall season
14. Flower arrangements
15. Learn to make stain glass art
16. How to make Rangoli
17. How to get ready for party in five minutes
18. Planning to go to the party
19. Many fancy ways to wear scarf
20. Hindu women empowerment around the world
21. How to grow old gracefully and live gratefully
22. Cooking meals in five minutes.