

## WMW Raps Guidelines

1. WMW-RAP, an affiliate of Women Meeting Women, is a discussion group that meets regularly to share ideas and thoughts around member defined topics. As a sub-group of Women Meeting Women (WMW), WMW-RAP follows the mission and policies and procedures set forth by the governing body of WMW. Members are encouraged to join WMW, and participate in other WMW events if they desire.
2. From September to May, the group will meet twice a month on Sundays from 2 - 4 p.m. (weather permitting), with the exception of some holidays. The group will continue to meet during the summer months of June, July, and August for special events instead of the customary topic discussion. Meetings will take place at locations acceptable to members.
3. Membership, or affiliation with WMW-RAP, requires that each person accept responsibility for maintaining confidentiality. The general mailing list is to remain confidential and is maintained by the Web Editor at [www.womenmeetingwomen.org](http://www.womenmeetingwomen.org). All personal information (which includes name, address, phone number and email address) is to be treated as confidential information and is not to be shared under any circumstances.
4. WMW-RAP will not be used for solicitation, promotional purposes, or endorsement of products or services.
5. The Web Editor for Women Meeting Women maintains a general mailing (email) list. The Web Editor and the President of Women Meeting Women are the only people who have access to information contained within this list.
6. New members can join WMW-RAP by joining Women Meeting Women and selecting WMW-RAP as a group option. New members will receive a letter from the Web Editor welcoming them to Women Meeting Women.
7. Hosting responsibilities include:
  - a) providing written directions to the meeting location;
  - b) starting and ending the meeting on time;
  - c) facilitating the discussion, or choosing a facilitator. The facilitator is responsible for introducing the topic, keeping the discussion on track, and ensuring all members are given the opportunity to participate. Time limits can be imposed at the discretion of the hostess/facilitator. The hostess may provide food/drinks at the meeting, but is under no obligation.
8. In the event that no one offers to host a WMW-RAP meeting, the WMW-RAP Coordinator is responsible for finding an alternative meeting location.
9. Members who are unable to host a meeting may request a topic to be discussed. They can do this by contacting WMW-RAP Coordinator, or by making a request at a meeting. The group will then determine when, where, and if that topic will be discussed.
10. Members are encouraged to contact the coordinator with topics to add to the Topic Bank. The Topic Bank will be used as a resource during planning meetings. The Topic Bank will consist of new topics and references for future WMW-RAP meetings, as well as a list of topics previously discussed within the past five years, by date. Any member may receive a copy of the Topic Bank upon request.

(Revised September 2009)