

Dear WIT Liaison,

Here's some information about your duties—it may be a refresher for those who've been with us a while, but please read on—

- We are including a welcome-letter template that you can modify to suit your chapter. Print out a couple of copies to hand out, or personalize and send it as an email. Be sure and replace the pictures with any you have of your own activities.
- Arrive at your meeting early enough that you can seek out visitors or newbies. Let's make everyone, men and women, feel welcome! Introduce yourself.
- For women, tell them about WIT activities and the WIT page.
- If you have a card with your phone and email, you might want to give it to the women newcomers so they can contact you.
- If you're not planning to hand out the welcome letter, get some contact information so you can email it to the newcomer. Then be sure to follow up and mail it.
- If your chapter makes time for you to make an announcement, keep it simple— "WIT is a committee of the AAW. I am our chapter liaison. Our goal is to encourage and promote women in woodturning. If you're new to the chapter or woodturning, see me." You may also have some local or regional WIT activities you'd like to announce. This would be a good time for you to promote the EXCHANGE at Arrowmont, Sept 5–7, 2019.
- Promote AAW. Most chapters encourage their members to join AAW, but often the newcomer has no idea what it is. When you introduce yourself, you can tell the newbie about the benefits of AAW. If the newbie is a woman, you can sign her up for either a full- or ½-price one-year AAW membership (<https://www.woodturner.org/page/WITMembershipGrants>).
- If you have any questions, please contact one of the WIT Committee members listed below! We're glad to help. You may have a unique situation and be unsure exactly what to do.

Thank you for agreeing to be chapter liaison. We appreciate your service to your chapter and to AAW.

The WIT Committee

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