



How to Start to a Local Chapter of the PMC Guild

- 1 Complete an Application and submit it to the national Guild. This will allow us to coordinate the activity in your area and prevent duplicated efforts.
- 2 Visit the Members Directory on the PMC Guild website to create a list of Guild members in your area. This is your tribe and you want to find who is out there. To prevent spamming, the Directory does not list email addresses. If you click on a name, your email program will open. Copy that address into a text document to create your mailing list.
- 3 Gather a few people, or perhaps just one other, to assist in getting the group started. Some local chapters will be very structured with a president, vice president, secretary (to keep minutes of the meetings), treasurer (to collect dues) and other committee members. Other chapters have a relaxed infrastructure. It's up to you which approach you take—we want whatever works best for your group.
- 4 Determine the logistics for meetings: Where, when, and how often will your chapter meet? Will you meet at someone's house? Will you meet in a store, a school, or will you rotate through various locations? Will you need to collect dues to cover the cost of a rented space?
- 5 Establish the goals of the local chapter. Is the purpose to share technical information, tools, tricks? Will you invite guest artists to give demonstrations? It is important to be clear from the beginning so your members understand what they are signing up for. Especially if you collect dues, be prepared to explain how those dues will be used. Many groups find it helpful to write a mission statement that describes the goals of the organization. The Chapter Liaison can show you what other chapters have written.
- 6 Once the logistics have been worked out and you have approval from the Guild Liaison officer, announce the details on as many relevant discussion boards as you can and send an email to the people on the list you made in #2 above.
- 7 Keep the Guild informed of your activities, usually through an email or phone call to the Liaison. If there is something we can do for you, we want to help. We can't promise the world, but we can't help if we don't know what you're doing.
- 8 Send updates of your activities to the Liaison for inclusion in the Guild's quarterly journal, *Fusion*. The Guild magazine publishes news about individual members and updates from the local chapters. This is where you can brag about your group. Pictures of chapter activities are especially welcome.