

Guide to Starting a Local IDIN Chapter

IDDS is over. Now what?

IDIN will make funding available to IDIN Network members that want to organize events that increase alumni engagement and collaboration. IDDS participants that apply for funding can be members of an IDIN Local Chapter, have the intention of starting a Chapter, or wish to engage in occasional events that involve other alums and energize the IDDS community.

IDIN Local Chapters serve as grassroots mechanisms for IDDS alumni to form their own local innovation and social enterprise networks.

A Chapter can do different things. Each chapter should be unique and fit local demand. In general Chapters may strive to provide both pre-IDDS support (i.e. help advertise and recruit for IDDS summits, provide support to participants before they go to summit, etc.) and post-IDDS support (engage with local communities and like-minded partners, build fundraising capacity, organize events, including summits, innovation centers, etc.).

The goal of each local hub will be to spearhead communications and identify active opportunities for ongoing collaboration, resource sharing, and mentoring. Each hub will be engaged in helping keep IDDS alumni information up to date, identifying local needs, and keeping past-participants motivated and engaged with the wider IDIN network.

Why form a chapter? Here is a sample of possible reasons of why you may want to organize at the local level:

- Project continuity is important to you
- You want to link up with IDDS alums in your area
- You are interested in building local capacity to start an innovation center
- You want to host a local IDDS, start a D-Lab, organize a Hack-a-thon, etc.
- You'd love to help a local community, IDDS project or individual access funds
- You want to get credibility and build support to attract partnerships, resources, etc.
- You wish to have access to the IDIN network, including students, curriculum
- You want to keep the IDDS spirit alive! And much, much more!

IDIN Chapter Checklist

Getting started in 8 easy steps

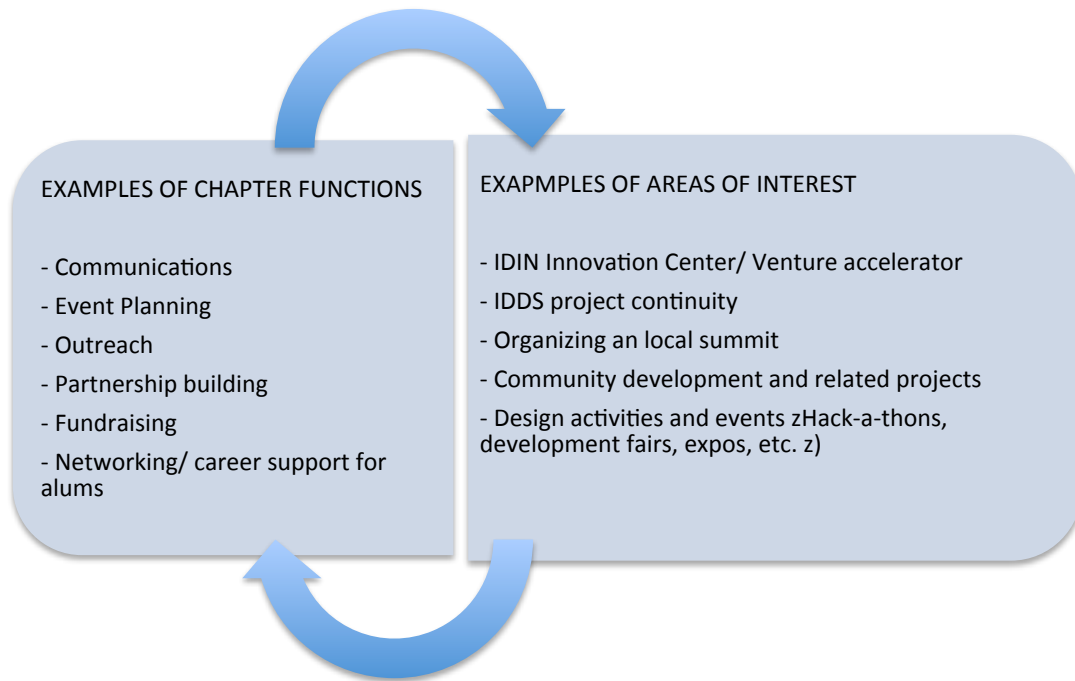
STEP 1. Determine if starting an IDIN Local Chapter is right for you. As is the case with most groups, you want to start by getting together people with common goals or interests. Reach out to past IDDS participants to figure out who is enthusiastic about the idea of creating an IDIN Chapter. If you don't know much about the IDDS local alumni population, contact Jona, the IDIN Network Coordinator (repishti@mit.edu) to get a complete list of names with contact information for 2007---2013 IDDS participants living and working in your area.)

- Have you reached out to past IDDS participants/organizers living and working near you?
- Is there enthusiasm and willingness from several of these individuals to take on the organizational initiative and sustain it?
- Is there interest from a larger group of IDDS alumni and partners to engage in Chapter activities?

STEP 2. Establish a collective mission. This new Chapter must have a reason to exist. It should be meeting a need. Bring interested parties together to discuss the strategic vision and the objectives for the group. Having a clear purpose will serve as a rallying point for potential members.

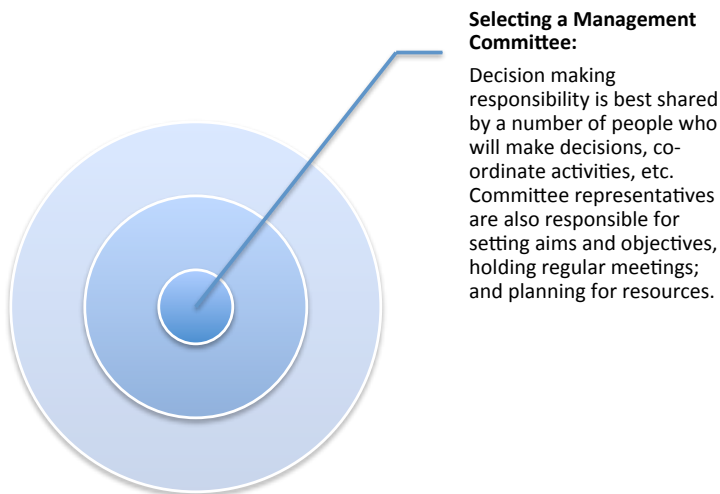
- What is your vision? What is the purpose of the Chapter you are forming?
- What does the Chapter want to achieve? What are the group goals?¹

¹ Goals are specific, usually measurable actions that the organization plans to undertake, over a defined period of time.



STEP 3. Plan for strong leadership and organizational effectiveness.

- Who can be a member of the group?
- How will your group govern itself?
- Have you selected a Management Committee that will provide leadership and guidance for Chapter activities? Is this Committee representative?²
- How will your group make decisions?



² The core leadership group should represent all factions of the constituency that the Chapter will serve, not just a few leaders or well-established groups. You'll need broad support to get the new group off the ground, and you won't get it unless all facets feel they have representation among the decision-makers.

- What kind of rules (if any) will the group have?
- People join groups because they feel involved and valued, which is why they give their time in the first place. How will you ensure that all members are included and their voice is heard?

STEP 4. Get organized

- How often will you meet? Where will you meet?
- How will you communicate with each other (and with IDIN colleagues)?
- Who will be responsible for coordinating communications?
- Who will be responsible for record keeping? (including meeting notes, decisions, etc.)

STEP 5. Create a structure

- Do you want to have an informal structure or do you want to be a registered organization?
- Which works best for you? Why?
- How do you want to be connected to IDIN and its Consortium partners? What about to other alumni groups all over the world?

STEP 6. Don't forget about funding.

- What is your strategy for raising money for events and activities?³
- If the Chapter receives funding and donations, where will the money be sent?⁴
- Who will be in charge of finances? What accountability systems have you set in place?

STEP 7. Planning events and activities. Have a meeting to brainstorm ideas and remember to start small! Plan one or two activities first and see how they go. Try to get a few quick under your belt and use these first events to learn how to work together.

- What is the goal of the event/activity you are planning? What are you trying to achieve?
- Who will manage the event/activity?
- How will you pay for it? What other resources do you need for the event to be successful?
- How will you involve IDIN staff, Consortium members and partners?

STEP 8. Monitor and assess: Take time to think about what went well, what didn't, etc. Strategize about what can be done better next time. Don't forget to affirm and celebrate your achievements. Whatever you try, make it fun and rewarding for those involved. Acknowledge and give credit to everyone that helps. This is not easy, learn by experience and seek advice from others.

³ Some funding is available from IDIN. Chapters can apply for funding up to 300 USD per activity.

⁴ Do you plan to open a common bank account? Do you plan to utilize the bank account of one of the existing members/institutions? Several options are possible, so select the one that works best for your group.

Where you go from here depends what direction your group wants to take, the skills and knowledge within the group, and the commitment level of those involved. If you have any questions or comments, please reach out to Jona at repishti@mit.edu.

Good luck!

We are looking forward to supporting your
Chapter!!!