



Gather the Women
Global Matrix™

REGIONAL COORINDATOR'S GUIDEBOOK

To become a GTW Regional Coordinator
contact Joy Adams: joy@gatherthewomen.org

TABLE OF CONTENTS

WELCOME AND INTRODUCTION	1
VISION STATEMENT	2
COVENANT OF LEADERSHIP	3
CIRCLE GUIDELINES	4
ABOUT GATHER THE WOMEN GLOBAL MATRIX™	5
CORPORATE STRUCTURE	5
LEADERSHIP STRUCTURE	6
GTW NAME AND LOGO	6
FINANCES	7
TAX EXEMPT DONATIONS & FUNDRAISING	7
MEMBERSHIP	7
PARTNERSHIPS	8
GTW REGIONS	9
REGIONS DEFINED	9
REGIONAL FINANCES	9
REGIONAL DONATIONS AND FUNDRAISING	9
REGIONAL BANK ACCOUNTS AND TAX ID NUMBERS	10
GTW REGIONAL COORDINATORS	11
PRINCIPLES AND AGREEMENTS	11
CREATING A REGION	12
TOOLS AND RESOURCES	14



REGIONAL COORDINATOR'S GUIDEBOOK

WELCOME AND INTRODUCTION

"When women come together, something wonderful happens." —Mary Elizabeth Young

Welcome to the Gather The Women Regional Coordinators Circle!

This Guidebook has been created to provide you with background information on Gather the Women Global Matrix, to offer you some structure from which to operate and to clarify roles. It is important to read in detail.

Gather the Women Global Matrix (GTW) is a global initiative to empower women's leadership. When women gather there is an igniting of passion and possibility, hope rises, determination quickens and our bond as women deepens.

Women around the world are gathering, crossing borders and cultural boundaries to find common ground for actions that create a more compassionate humanity. Joining hands and hearts around the world to overcome the sense of powerlessness women feel in the face of gender inequality and other political and cultural obstacles to their survival and their contributions. We believe women's unique perspective and feminine instincts are critical to address the challenges the world faces.

Women gather to inspire, collaborate, partner and educate one another on what is possible. GTW seeks to bring together women of all beliefs, politics and interests to create open dialogue that welcomes and honors different opinions. Our desire is not to change minds but to connect hearts.

We are proponents of women coming into circle with other women to create a safe place where each woman can discover her truth and know she will be heard and witnessed. A place where she is honored for her experience, is empowered to take herself seriously and discovers she is not alone.

Although GTW has been in existence only a few years, we have grown quickly by using accessible internet connections and by bringing women together for face-to-face connections at local, regional, national and international gatherings.

We welcome you and honor your stepping forward in a leadership role. We trust your participation as Regional Coordinator will be fun and rewarding as you help gather women to make a positive difference to our world.

GATHER THE WOMEN GLOBAL MATRIX™

VISION STATEMENT

Linked globally by our interactive website, we invite women to demonstrate their courage to risk leaving old conformities by joining with millions of others throughout the world to celebrate women's true worth, to express shared concern for our human family, and to create and support actions that will enable humanity to live together in a balanced, harmonious and peaceful world.

Gather the Women is evoking at a profound level an experience of our own woman's worth to the world.

As women we bring life forward.
We are in touch with the cycles of life
and we function in a context that is deeply relational.
We have the capacity to generate creative solutions that benefit
all life on the planet.

Gather the Women is creating
a rich exchange of cultural values
to dissolve the ties that bind us to the illusion
that one segment of our human family can win
while another loses.

Together we women are contributing to a new collective wisdom
and we are lending our strength to that which we wish to embrace.
From this emerging balance is being born
a new dimension of our humanity

GATHER THE WOMEN GLOBAL MATRIX™

COVENANT OF LEADERSHIP

We dedicate ourselves to the belief that each of us is enough right now.

We create containers that practice the form and principles of Circle, with a focus on shared leadership, shared responsibility, and shared deep listening, while evoking spirit.

We are honest and share what is true about our thoughts and feelings.

We aspire to be impeccable with our word, to do our very best, to take nothing for granted and to suspend our assumptions.

We serve holistically – mind, body, spirit, and heart.

We show gratitude and affirm each other and each woman that participates in GTW.

We offer freely the abilities and skills that we possess and serve from a place of shared competency.

We serve as a global example of inclusivity, interdependence and diversity – valuing, appreciating and honoring all expressions of humanity and spirituality.

We dedicate ourselves to showing up fully, passionate in our readiness to serve.

Our greatest value is to create a place where all women can gather with the assurance their gifts will be honored.

CIRCLE GUIDELINES

from Millionth Circle: www.millionthcircle.org

To participate in a circle, all you need is the desire, the willingness to attend the gatherings and to agree to follow circle principles. Each group determines their own guidelines. Here are some agreements that have helped circles to function more

successfully for all participants:

Create a circle.

Consider it a sacred space.

One person speaks at a time.

Speak and listen from the heart.

Encourage and welcome diverse points of view.

Listen with discernment instead of judgment.

Share leadership and resources.

Decide together how decisions will be made.

Work toward consensus when possible.

Offer experience instead of advice.

When in doubt or need, pause and silently ask for guidance.

Decide together what is to be held in confidence.

Speak from your own experience and beliefs rather than speaking for others.

Open and close the circle by hearing each voice. This includes saying what is true for you and speaking to the center of the circle, not to another individual. We offer our experience and feelings to the circle, not our advice. Also, we speak one at a time and invoke a talking piece when needed, to ensure that all are heard.

More information on creating circles and circle principles can be found at:

www.millionthcircle.org
www.peacexpeace.org
www.circleconnections.com
www.peerspirit.com



ABOUT GATHER THE WOMEN GLOBAL MATRIX™

When sleeping women wake, mountains move. —Chinese Proverb

Gather the Women Global Matrix™ (GTWGM) is a global matrix of women and women's organizations who share a belief that the time is now to activate the incredible power of women's wisdom on a planetary scale. With a personal commitment to practicing compassionate and collaborative use of their personal power, women of the world have formed a grassroots movement to explore and give birth to a new paradigm of feminine collaboration and co-creative leadership.

Gather the Women Global Matrix is non-political and non-religious and takes no stand on social issues and does not endorse political candidates or legislation. Our mission is to gather, inspire, encourage, support, educate and network women FOR action but not BE that outer action. While no stands are taken as an organization, each woman is encouraged to find voice and lend her passion to that which can be acted upon to bring about change for the good of all.

CORPORATE STRUCTURE

Gather The Women Global Matrix is a non-profit corporation registered in the state of Washington and doing business in the state of California as a Foreign Corporation.

GTW Global Matrix is recognized as a 501 (c)(3) organization by the IRS – Department of the Treasury in a memo dated September 23, 2004.

The California Franchise Tax Board issued a confirmation of state tax exempt status on November 23, 2004.

The Federal ID No. and 501(c)(3) are not transferable and cannot be used by any region or affiliate for financial or fundraising activities.



LEADERSHIP STRUCTURE

Our corporate status requires that we have By-Laws and a Board of Directors that have legal and fiscal responsibility for the corporation. All members of the Board of Directors and officers of GTWGM serve on a volunteer basis.

The primary functioning leadership structure used by GTWGM is a concentric circle model which includes a Leadership Circle and a Regional Coordinators Circle. These groups each meet on separate monthly conference calls using a model of shared leadership and consensus decision-making.

New leaders emerge in the Matrix continuously and existing leaders are sometimes drawn away to other passions and projects. This ebb and flow is a natural part of our organic and self-organizing process. Leadership is rotated, and the responsibilities are shared.

GTW NAME AND LOGO

GATHER THE WOMEN GLOBAL MATRIX™ name and logo are registered trademarks and can only be used with the express permission of the Gather The Women Global Matrix.

We give permission to Regions to use the words "Gather The Women" and to use the GTW logo in conjunction with other words (i.e., Gather The Women Canada or Gather The Women of Southern California, Gather The Women Ohio, etc.) OR a name tag- lined with "A Region of Gather The Women" to identify GTW regions aligned with the Gather The Women Global Matrix mission.

Gather the Women name and logo or the GTW logo and "A Region of Gather the Women" must appear on websites, brochures, event flyers, etc.

The words Gather The Women or the GTW logo may not be used for the benefit of other causes or endorsements or to identify groups with specific advocacy or stands on social or political issues. Such entities are completely autonomous and carry no legal or financial connection to Gather The Women.

Please direct any questions that arise around this issue to the Board of Directors of Gather The Women Global Matrix.



FINANCES

GTWGM activities are supported by proceeds from events, products and donations received to the general fund.

We welcome any and all donations to support our ongoing work.

GTW is a volunteer organization and has no paid staff. Services are contracted for: Bookkeeping, Accounting/Non-Profit Filings, Web Design, And Interactive Web Programming. A major portion of the budget goes to the development and maintenance of our website.

TAX EXEMPT DONATIONS & FUNDRAISING

DONATIONS made directly to Gather The Women Global Matrix are tax exempt for donors.

All donations should be made for the GTWGM general fund, not to a specific project to avoid the complex accounting required to track donations for specific projects.

FUNDRAISING activities are highly regulated by individual countries, states and/ or local laws and regulations. The Gather The Women Global Matrix 501(c)(3) cannot be extended for fundraising by any region, group or other affiliated entity. It is the responsibility of any group or individual conducting fundraising activities to know the laws and regulations applying to their local area.

MEMBERSHIP

GTWGM is not a membership organization. The only requirement for participation is an alignment with the GTW Vision and registering on the GTW website and/ or attending GTW events. There are no dues or fees.

PARTNERSHIPS

Although many GTWGM women participate in organizations with specific missions and goals, GTWGM as an organization does not participate in advocacy.. No matter how worthy, we do not endorse, support or become affiliated with specific causes, religions or politics.

We seek not to change minds but to connect hearts.

Our partner organizations, however, whose visions and values are aligned with GTWGM may be focused on specific issues and causes.

GTWGM at times may collaborate with other non-profit organizations to create events as approved by the Board of Directors.

The GTWGM purpose for forming partnerships is

- to support women in finding an expression for their voice and their passion and
- to bring various groups and organizations together to use one unifying field of energy and to find ways of creating new partnerships and new models of collaboration.

GTW REGIONS

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” —Margaret Mead

REGIONS DEFINED

Regions are geographical units that may encompass a state or province, county, city, etc.

As members and activities in a Region grow, it may be advantageous to divide into two or more each with its own Regional Coordinator or to establish an area that is part of the Region.

We encourage Regions to identify themselves with the words “Gather The Women” used in conjunction with region identity (i.e., Gather The Women Canada, Gather The Women Southern California, Gather The Women Ohio, etc.) The words Gather The Women may not be used to identify groups with specific advocacy or stands on social or political issues.

Regions are completely autonomous and carry no legal nor financial connection to Gather The Women Global Matrix.

REGIONAL FINANCES

Regions are completely autonomous groups with no financial or legal connection to Gather The Women Global Matrix.

REGIONAL DONATIONS AND FUNDRAISING

Donations made to a Region are not tax exempt under the Gather The Women Global Matrix 501 (C)(3) ruling.

No fundraising activities may be conducted using Gather The Women Global Matrix 501(c)(3) outside the states of California or Washington or by any group other than Gather The Women Global Matrix. It is the Region’s responsibility to know and comply with the laws and regulations that govern fundraising activities in that Region.

REGIONAL BANK ACCOUNTS AND TAX ID NUMBERS

Regions may want/need to establish a bank account. Sometimes banks require a Federal ID number to open the account. Gather The Women Global Matrix tax exempt status or Federal Identification Number cannot be extended to Regions.

If a personal checking account is used to manage an event or finances for the Region's activities, records should be maintained to show there is no profit to the individual that might be subject to income tax.

Federal ID numbers are relatively simple to obtain by filing Form SS-4 with the IRS. Forms can be obtained by calling the local IRS office or at www.irs.gov. The form asks if there is one group exemption number that applies to all. There is not; each group must obtain their own.

To achieve tax-exempt status requires additional work and time. There is an IRS form, Publication 557, "Tax-Exempt Status for Your Organizations."

GTW REGIONAL COORDINATORS

"Wherever you are is the entry point" —Kabir, Poet

PRINCIPLES AND AGREEMENTS

We seek to reach ALL women from ALL belief systems and political paths. We are not trying to change minds but to connect heart to heart. We believe that once we are connected heart to heart, and move into the deeper qualities and values of the universal feminine changes for the good of all will be created.

Bringing this feminine perspective into the homes, businesses, churches, and political parties will make a greater difference than arguing at the level of world issues. Having made that statement, we must add that we value and encourage women to follow their hearts, minds, and passions where ever it takes them in service or activism, in politics or through spirituality.

While each region will have full autonomy in their expression of the GTWGM Vision Statement (Page 2) and Circle Principles (Page 3) it is important that we are all sourced from the same principles and ideals. This is our common thread. Please see the GTW Covenants of Leadership (Page 4).

Regional Coordinators agree to:

- Be familiar with circle principles
- Create and anchor a Regional Leadership Circle
- Participate in the Regional Coordinators monthly telephone conference calls.
- Anchor GTW events: Fall Regional Congress; March celebration of International Women's Day; and any other events or projects that evolve in their region
- Maintain a roster of event attendees and/or interested women in the region
- Encourage smaller sacred circles to be created within the Region

CREATING A REGION

"Let us put our minds together and see what kind of life we can make for our children." —Sitting Bull, Lakota Chief

A way to begin from the beginning would be to find women who you believe would be aligned with these principles and form a Regional Leadership Circle or Steering Wheel.

The purpose of this is to have a core group of women who can offer the guidance, strategy and overall plans for your community. You can meet as often as your action plans require.

As the Regional Leadership Circle matures, it is important that leadership is rotated and responsibilities are shared. This is an important concept of circle. It is not "I own it and you help." In circle we all own it, and we help at different levels at different times.

Regional Coordinators and/or the Regional Leadership Circle agree to:

Be familiar and aligned with the GTW Vision Statement, the GTW Leadership Covenants and Circle Principles. (See Pages 2,3 and 4)

Participate in the Regional Coordinators monthly telephone conference calls. You might have a regular participant or alternate among your core group.

These calls will give you a chance to meet other women holding this role, hear what they have done or are planning and to share your own experience, wisdom and activities.

Anchor GTW events. The size of the event or number attending is not important. An event may be held in a living room with just a few women, or be a large event held in a meeting space. The purpose is to introduce GTW, to educate and inspire women. These events can be a great opportunity to collaborate with other women's organizations and be a container for exchange and networking.

Two annual events are designed by GTWGM in which each Region is invited to participate. While GTWGM does not offer financial support for these events, it does offer specific dates, common themes, and common threads of activity to create a unifying field and give the gatherings connection to one another. The events are:

- March celebration of International Women's Day
- Regional Congress held in the October or November

Encourage smaller circles to be created the Region. We suggest a follow up meeting after a GTW event to bring those who are interested together to get feedback on your event and to encourage women to form sacred circles. Sacred Circles formed may be action or project oriented or they may be for personal support, education or inspiration. Sacred Circles are also the beginning roots of other offerings for women by GTW to your community.

Again remember, that action circles or projects created from a GTW event are autonomous and are not to be undertaken in the name of GTW.

Communicate with attendees and/or interested women in the region. A simple roster or list can be create. Some Regions have a local website. You can communicate by email your upcoming programs, extend further invitations to the sacred circles you have created and keep them informed about GTW Global Matrix.

Action Circles or Special Projects that may emerge from GTW regional gatherings are not to use the Gather The Women name or logo. We do not want the name Gather The Women identified with specific social advocacy or political action.

TOOLS AND RESOURCES

"Creating a positive future begins in human conversation. The simplest and most powerful investment any member of a community or an organization may make in renewal is to begin talking with other people as though the answers mattered."

—Adapted from "Who Will Tell the People" by William Greider

Please visit the Gather The Women website (www.gatherthewomen.org) for resources and links to partner organizations.

You may find the following ideas and activities helpful. You are also encouraged to draw upon your creativity and your resources in building a local expression of your Gather the Women Region.

SALONS. Salons can be an introduction to the creation of ongoing women's circles. Set a time, a place, and a topic, bring out the cookies and tea and invite all the women you know! Good start.

Set the time for about 2-2.5 hours. Ask each woman to introduce herself, and what drew her to this invitation. Do a second go around after posing a question and ask each woman for her thoughts on the subject. Open it to questions and dialogue.

Questions like: What would I do if I were brave? And what keeps me back? Do you feel the importance of women's full participation in decision-making positions? Why? How is that reflected in your life? Are you willing to take a risk and speak up and out? Where and how do you lead?

DVD SALONS. Gather the Women has created a DVD from talks addressing GTW from Dr. Jean Houston, Dr. Jean Shinoda Bolen and Barbara Marx Hubbard. The talks are in 3 segments less than 10 minutes each and a guideline for discussion that creates dialogue based on the ideas presented by each speaker is included with the DVD.

There is enough material for 3 evenings or one 3 hour evening. The package is available on the GTWGM website: www.gatherthewomen.org

GATHER THE ORGANIZATIONS. When you hold a gathering consider inviting organizations that are in service to women or are women's groups or circles in your region. Invite full participation of the group or organization: create an esthetically pleasing table (i.e., tablecloth's and flowers), suggest one or two of their members to be available at the table for questions and that they bring other members to mingle and network.

If you invite politically active groups be sure to invite their counterpart from the other view. This creates a balanced representation as well as opportunity to just meet on neutral grounds.

Create a Chautauqua in which representatives of the various organizations and women's circles in your community can share their work. Follow up with a round table discussion (no more than 5-10 women at each table) with a facilitator and scribe. Find out what is working for these groups and what is not? What mutual resources might there be available? Where if possible can there be partnership or collaboration? How do you find new member? How do you avoid burnout? Are you working in circle or hierarchy?

The first Chautauqua was held at Lake Chautauqua in New York in the 1800s,, but the name has become synonymous with communities coming together around a common cause.

"Chautauqua - a gathering that is typically American in that it is typical of America at its best." —President Theodore Roosevelt

Create a workshop that might need the needs of the women leaders in your community: retreat, inspire, encourage, acknowledge, etc.

WOMEN'S CIRCLES. Bring 8-12 women together around a specific project or topic to create an ongoing circle. A circle may be for mutual support, prayer or meditation, study group, book club, etc. The common thread in all of circles is having a spiritual center and operated with circle principles:::

- • One person speaks at a time.
- • Speak and listen from the heart.
- • Encourage and welcome diverse points of view.
- • Listen with discernment instead of judgment.
- • Share leadership and resources.

More information on creating circles and circle principles can be found at:

www.millionthcircle.org

www.peacepeace.org

www.circleconnections.com

www.peerspirit.com/htmlpages/circlebasics.thml

EVENTS. Create seasonal events or Solstice/Equinox celebrations, large or small, sharing a potluck dinner, and providing opportunities for personal sharing and or ritual/ceremony.

PROJECTS AND ACTION CIRCLES. A GTW event may be created to launch a project or action circle. But again remember that projects or action circles created from a GTW event are autonomous and are not to be undertaken in the name of GTW, but GTW inspired. . Following is one example of a GTW event held to launch a project:

In an effort to bring women of differing opinions together a topic was found that would unite and not divide. In this case it was methamphetamine. They created a Women's Town Hall on methamphetamine and followed the following basics:

- Created a welcoming environment with flowers, banners and warm greeters at the door.
- *Began with an inspirational sharing.
- Set the tone in the opening statement for positive sharing with no blame and a focus of "what are YOU going to do about this issue." it was kept very personal.

At a 2nd Town Hall on methamphetamine meeting, five circles of women were formed around areas of concern. From there each circle agreed to ongoing meetings to bring their ideas and influence to bear in the community.

The GTW leadership group moved on to find other ways to bring women in circles while the methamphetamine group continued on its own (with or without the participation of some members of the GTW leadership group and without endorsement by GTW). GTW regional coordinators and steering committees are seed planters...finding topics and issues around which to gather women in open dialogue and for the sake of connection.

WORLD CAFÉ CONVERSATIONS. GTW Circle Gatherings may use the World Café Conversations as an intentional way to create a living network of conversation around questions that matter

Imagine Café As Metaphor... A Café Conversation is a creative process for leading collaborative dialogue, sharing knowledge and creating possibilities for action in groups of all sizes. As a guiding image, the World Café helps appreciate the importance and connectedness of the informal webs of conversation and social learning through which we:

- * Discover shared meaning
- * Access collective intelligence
- * Bring forth the future

Consider for a moment the importance of conversation... Virtually every action we take is predicated on a conversation. It is so much a part of our experience that we are rarely aware of its importance. In organizations, conversation is the medium through which we structure and coordinate our activities. The conversations in which we engage both in our organizations, and in our lives in general, produce patterns of behavior that may be either stable and long lasting or unique and short-lived. Learning to attend more consciously to our conversations can bring about a greater degree of coherence between what we intend to have happen and what actually occurs as a result of our intentions.

For more information: www.theworldcafe.com

CENTER FOR NON-VIOLENT COMMUNICATION. Marshall Rosenberg. There is a short tutorial that highlights main ways humans get into trouble trying to communicate and describes effective new ways to communicate which avoid these pitfalls and brings people into a close understanding of one another at www.cnvc.org.