



GOHWP LOCAL CHAPTER TOOLKIT

Thank you for your interest in starting a local chapter of GOHWP, the Global Organisation for Humanitarian Work Psychology! We're excited that you want to pursue the broad goals that are part of GOHWP's charter on a local level, and hope that you find this document useful. One of the things we will encourage you to do is to apply a phrase with which we're all familiar: Think globally, and act locally. It's only through concerted action at the local level that much broader change will be able to happen.

As you start the steps to create your chapter, be sure to check if there is another local chapter already operating in your area. We will maintain a list of active chapters, but you are welcome to contact us directly at info@gowhp.org to find out who else in your area is doing this kind of work. Just in general, we hope to be a resource for you as you build *your* chapter in *your* way. GOHWP isn't an oversight body; we're here to facilitate the much broader conversation about what we can all do to advance humanitarian work psychology, both in terms of using work/I-O psychology to aid humanitarian organisations and in helping the global community understand the psychology of humanitarian work.

Humanitarian work psychology (HWP) takes a deliberate step to provide a dynamic response to growing humanitarian challenges and opportunities in recent times. The field is concerned with some of the organizational causes of, and solutions to, humanitarian issues like poverty, hunger, poor health care, and illiteracy. GOHWP is a global organization of experts and practitioners of work psychology bound together by a common interest to apply the field toward the betterment of humanity. We believe that by working with thought leaders in research, practice, policy, and media, we can make significant contributions to organised efforts to enhance human welfare and promote a culture of dignity and well-being in work organisations.

Why form a local chapter? We think there are many reasons, but here are a few:

1. The amazing feeling you get when supporting the cause and work of GOHWP.
2. An opportunity to create a local GOHWP community.
3. Dedicated space on the GOHWP website to highlight your chapter's work.
4. Access to the network of local chapters around the world.
5. General fun company of other like-minded GOHWP fellows.

If that appeals, then read on. In the following pages, we provide initial tools and guidance for founding and continuing local chapters of GOHWP.

GOHWP would like to thank Emmanuel Ashitey for his hard work on this guide. We would also like to thank the SIOP Local Groups Committee, for their kind permission to utilize elements of the April 2017 version of their local chapter guide in crafting the present document.

Who We Are

In order to think clearly about who you want your group to be, it's important to understand the broader goals of GOHWP. The Global Organisation for Humanitarian Work Psychology has three primary goals:

Goal 1. To develop, promote, and support the field of humanitarian work psychology and its participants, by, among other things:

- Driving academic research, applied projects, education, and training efforts;
- Promoting representation from local communities across the globe; and
- Assisting in the development, adoption, and observance of best practices within the field of humanitarian work psychology.

Goal 2. To promote our values in the disciplines, organisations, and societies with which we engage – prominently including the discipline of psychology, the sub-discipline of organisational psychology, and actors involved in enhancing human welfare.

Goal 3. To promote and engage in humanitarian activities as organisational psychologists, including contributing to poverty reduction and to the empowerment of marginalised groups.

These are some of the values that we aspire to support in the world and to operate by in our own conduct:

1. Social Justice – procedural, distributive, and interactional justice;
2. Self-Determination – an opportunity and power to direct one's life;
3. Respect for Diversity – respect and acceptance of unique social identities;
4. Accountability – working with and being accountable to those who are subjected to inequality, injustice, and poverty;
5. Empowerment – supporting and facilitating marginalised groups to participate fully in society.

The question then becomes, how do you structure your chapter to support these goals, and which goal/goals do you want to work toward?

PHASE I: WHO ARE YOU?

The first thing you will need to do, in order to form your local chapter, is determine who you are and who you want to be as a group. This involves a number of steps, though as you will see, many of the activities we describe will occur more or less simultaneously as you work through creating your charter/by-laws.

Step 0: Have a planning meeting.

The planning meeting should include those individuals who have indicated an interest in forming a chapter, and will probably provide you with most of the candidates for your initial round of officers/executive board. We recommend forming a committee of at least 2-3 people to begin a chapter. For student-led groups, we strongly recommend securing a faculty or administrator's involvement. **Make sure that some or all of the individuals who want to be involved in leading your chapter are members of GOHWP**, and encourage anyone who is not a member (either full or student) to join: <http://gohwp.org/membership/>

Several initial actions should be taken in preparation for the first public meeting, though we will note that many of the things discussed in the planning meeting should be subject to change as the membership grows. In the planning meeting, the founding members should discuss roles/divide up work in advance of your first elections. Once elections occur, this work should be assigned to the relevant individual(s).

Before, starting, reach out to GOHWP leadership (info@gohwp.org) to be sure you have the most up-to-date version of this toolkit.

Things to happen at the first planning meeting include (but are not limited to):

- Designate someone to keep written minutes of the meeting.
- Discuss chapter formation. Assign one person or create a committee to draft the by-laws.
- Prepare a spreadsheet to track membership and member contact information. Remember that GOHWP as an organisation has no dues at this time, and anyone who joins a local chapter is also eligible to join GOHWP, either as a full member (professionals and graduate students) or a student member (undergraduate students). Your spreadsheet should include member names, email addresses, and status (member or student) in your chapter. As individuals join the local chapter, encourage them to submit applications for membership to GOHWP as well.
- Spreadsheets should be submitted to GOHWP by **December 20** of each year, so that we have an accurate accounting of worldwide membership. We will *NOT* send unsolicited emails to individuals who have not joined GOHWP itself. You are not required to submit an updated spreadsheet every time someone joins (in fact, we would ask that you not do so – once a year is fine!). Please be sure that your spreadsheet includes your chapter name as part of the filename.
- Discuss potential chapter activities. It is recommended to hold a meeting once a month, to keep members engaged, and at least one end of year meeting annually.

Step 1: Establish a charter or by-laws for your group.

Have a clear mission statement. For example, “To advance the understanding of humanitarian work psychology at a local level.” This will allow you to communicate who you are not only to members, but to any organizations (such as your university, if you’re establishing a student group) who might want to know what you do.

Next, create thorough by-laws. You need to have a solid set of guidelines for how your chapter will function. You are welcome to utilize GOHWP’s by-laws as a template for your own. You may add additional criteria but those should not conflict with existing GOHWP bylaws. They can be found here: <http://gohwp.org/by-laws/>

Note: Your by-laws will need to be approved by a vote of your membership at the first full convened meeting. Once they are approved by your membership, they should be submitted to GOHWP for archival purposes and publication to the GOHWP website. You are welcome to submit a draft of your by-laws to GOHWP leadership in advance of the vote for feedback, but this is not required.

Step 2: Determine who your members will be.

Most chapters will fall into either a “professional” or “student” classification. However, you have the freedom to define your membership as you see fit. If you are university-affiliated, you will primarily be a student organization, but local professionals who want to be involved with others who are passionate about HWP can certainly attend meetings and contribute to the group as a whole.

If you identify as a primarily “professional” organization, you may still want to reach out to local universities and talk to the psychology and business faculty about what you’re doing. Having student members can bring an exciting perspective to your discussions!

GOHWP wants you to build the chapter that is best for your community and your needs. We also want you to be as inclusive as possible, so if someone approaches your group who might not fit the “ideal” profile, we hope you will give them every consideration.

Step 3: Establish a leadership structure.

One of the key decisions your chapter will need to make has to do with its leadership structure. Depending on whether you primarily identify as a professional chapter or as a student-focused chapter, that leadership structure will differ. If you are a professional chapter, your by-laws should include any relevant parliamentary processes dedicated to the choosing/election of officers. If you are a student-focused chapter, an advisor must be identified, and must meet all of the requirements for a student organisation advisor as prescribed by your university. Two example leadership structures are outlined below.

Two Sample Structures

One model you can follow is that of GOHWP itself, which has an elected Chair, an elected Vice-Chair, and an Executive Board. This model distributes responsibility and allows for some flexibility in roles, so depending on your chapter, that may be what you’re

looking for.

A second model is the kind of “classic” model many organizations utilize. This would involve electing a President, Vice President, Treasurer, and Secretary, along with any other roles you feel are important and that you define in your by-laws (e.g., Historian, Community Outreach Specialist, Media Contact). This has the obvious advantage of more specifically defining the roles of the individuals who represent your chapter.

In either case, it is important that members be given a direct voice in choosing chapter leadership. The procedures for voting should be clearly delineated in your by-laws.

What is the role of the advisor? GOHWP chapters housed in a university setting must have a chapter advisor. Because each organisation is unique, the choice of GOHWP chapter advisor will vary and should be tailored to the needs of the chapter. The advisor should be a member of GOHWP who has the time to connect with members and is able and willing to provide support and guidance. The advisor may or may not be a faculty member (though this may be required, at your university), but must be someone dedicated to the principles of HWP and the delivery of compassionate HWP activities. Having more than one advisor is fine. Chapter advisors develop and implement nomination and selection procedures, update member information with the GOHWP executive board, plan and oversee activities, and work with chapter members to implement activities aligned with the mission of GOHWP.

Step 4: Establish committees and roles.

If you have a formal officer structure, some of this will be easy, but you will likely still need to form committees related to specific tasks or goals your chapter has. You will probably also want to have committees related to things like communications and event planning, but the full scope of the committee structure is up to you.

Step 5: Make other key chapter decisions.

- Will you have dues? If so, how much? If not, what sources of funding will your chapter need to pursue?
- What kinds of meetings will you have? How formal/informal? How often? Where? When? Will you only use a single venue, or will you change it up?
- Will you have special events outside of meetings (e.g., happy hours, dinners, joint meetings with other local groups)? If so, will those be open to the public?
- What do you want to *happen* at your typical meeting?
- What is your budget? Will you pay guest speakers? Will you seek sponsors for your chapter? What expenses are you likely to have just to hold your regular meetings?

You probably can't answer all of these questions now, but these – and more – will be things your chapter ought to pay attention to as you grow.

Much of the material in the following sections was adapted (sometimes verbatim) from the SIOP Local Groups document; our thanks once again to the committee members who put this together. They said everything well enough that in many cases, it was hard to improve on it!

Preparing for a successful launch of your GOHWP chapter

- I. Get a strong first speaker.
Speak to other GOHWP groups about recommended strong attractions, or reach out to GOHWP leadership.

- II. Advertise!
 - A. Starting at least 3 months in advance, send monthly reminders. At 1 month out send a reminder every week.
 - B. Advertising avenues:
 1. Word of mouth – Ask people to spread the word.
 2. Colleges and universities – Students offer a great opportunity to get early-career individuals attending. Ideally, you want a balance of university and business people, but at the beginning you really want a nice crowd. Ask professors to spread the word, as they will have a stronger professional network to attract people to attend the event. Some offer extra credit for attendance or sponsor class trips, and local chapters of psychology honor societies (in the U.S., that would be Psi Chi) will often be interested in partnering to present information about a less well-known area of psychology to their members.
 3. GOHWP will be happy to share the word about your meeting on our website and/or social media!
 4. Local humanitarian or business groups that might be interested.
 5. Business contacts.
 6. Social Media: LinkedIn, Twitter, etc.

- III. Even if you eventually plan to charge attendees, DO NOT CHARGE for the first few meetings.

- IV. Offer food for the first few meetings if possible, to encourage attendance.
 - A. This may mean you have to get money in advance or risk running in the red.
 - B. Consider a relationship with a restaurant or bar. Some restaurants will let you use a large area for your meeting in exchange for members showing up and having a drink or something to eat on a night where few people frequent the place.
 - C. Some groups strongly encourage members to buy something (food or drink) in thanks for the establishment's space. Newer restaurants and bars are frequently looking for someone to help get the word out about their establishment.
 - D. If you're university-affiliated, work closely with the office that manages room assignments to ensure you have sufficient space.

- V. Have a virtual presence.
 - A. Consider a LinkedIn group, Google+, and/or a website.
 - B. Submit link to GOHWP to be added to our webpage.
Contact info@gohwp.org
 - C. Create plan for outreach and member recruitment.
 - D. Determine how often to email members (and about what).
Use email sparingly. Avoid “sales” emails with product information. Use member emails to disseminate information that is useful to the member base.

Maintaining Your Chapter

It is important to keep your members engaged and keep the momentum that will undoubtedly be generated by your initial meeting. If you meet, and then nothing happens, your members will forget about you!

- I. Membership management.
 - A. If you’ve got a smaller group, tracking with the spreadsheet mentioned earlier in this toolkit should be sufficient. (You can track whatever information is helpful to you; all that should be reported to GOHWP at the end of each calendar year are member names, email addresses, and membership status.)
 - B. If you have a larger group, you may need a more sophisticated method of managing your membership. Web-based tools are available for this. Two examples:
 - 1. www.runmyclub.com
 - 2. www.wildapricot.com
- II. Survivability.
 - A. Know your mission, live your mission. Make your mission statement part of all formal communications with the membership.
 - B. Make it educational. People need to get something out of the experience.
 - C. Pay attention to member needs. Although it may be more convenient, for example, to always schedule the same night of the week, your members may have very different schedules from your leadership team. SIOP’s Local Groups committee suggests Tuesday through Thursday nights as the most effective. We think that is excellent guidance.
 - D. Make the rules clear. **DO NOT ALLOW THE MEETINGS TO BECOME AN OPPORTUNITY FOR SALES PITCHES.**
 - 1. Lots of people have good ideas about how to make work better. They should be heard. People and ideas are important. Products should never be the focus of a presentation, though, if the end-goal of the discussion is increasing sales. This is not the purpose of GOHWP.
 - 2. New research, hot topics in management, work/I-O psychology, and humanitarian aid, and so forth should be your focus.

3. Plan and execute volunteer activities. Give back! (More on this shortly.)

III. Relationship with GOHWP.

Currently, there is no affiliation relationship with GOHWP for local groups. GOHWP supports the creation of local chapters and can offer help in establishing your group by:

- Helping to identify speakers;
- Locating a local HWP group that may already exist (or might have existed);
- Networking with local individuals who are interested in HWP to help get the club started.

IV. Creating a local chapter on a limited budget (a few notes, some repeated because of importance).

- A. *Social media* should be leveraged heavily. Use your networks, your members' networks, LinkedIn, etc. to communicate with members and potential members.
- B. *Find a local venue* (e.g., restaurant or bar) that will allow you to meet for free.
 1. If you are at college/university, space should be free. If you aren't, partnering with a college/university may allow you to obtain sponsorship and get space at a free/reduced rate.
 2. Some colleges let you bring in your own food (cheaper than catering).
- C. *Get speakers for free.* People are often very passionate about HWP and humanitarian issues in general, and will sometimes speak for free to help promote the field/raise visibility. If someone travels to speak to your group, though, you should offer to cover travel-related expenses.
- D. *Don't charge* membership fees or guest fees to start.

V. Volunteerism!

- A. Non-profits/humanitarian organisations **always** need volunteers.
- B. GOHWP encourages local chapters to seek out local and regional non-profits and volunteer your time.
 1. This volunteerism should be focused on meeting the organisation's needs.
 2. Pay attention to the workers and listen to their stories.
 3. If you have the chance to interact with clients (e.g., serving in a soup kitchen), remember that they are the reason you are there. Listen to their stories.
 4. You are not there to solve the organisation's staffing, training, or other problems. You are there to help them meet *their* needs on that day.
 5. Unsolicited advice is rarely appreciated. If you are asked for your observations, feel free to offer them, though.
- C. Student-focused chapters should never attempt to provide any kind of professional services (e.g., consulting), but may seek out opportunities to

volunteer with professionals who have the training and experience to offer such services.

- D. Write up your observations about the experience and share them with the GOHWP board and broader community of members! The board would be happy to post your “lessons learned” and thoughts about the type(s) of research that would be useful for organisations like the one you volunteered with on our website!
- E. One of the best things you can do, to build visibility for HWP, is to be a positive, helpful presence in your community.

VI. Organisational learning.

As GOHWP chapters mature, they develop a wealth of information that is important to transfer to future GOHWP chapter members. Here are some suggestions for establishing continuity among chapter generations.

- A. Continuity is key. Establish a GOHWP nomination and selection process that will allow for identification of new GOHWP members well before the outgoing GOHWP members leave the organisation. Ensure the old members meet with the new members to share information, brainstorm together, and pass information which can help the growth of the local chapter. Encourage officers/elected board members to create a document summarizing their portfolio and key lessons learned to pass on to their successors.
- B. Encourage chapter members to create programs and activities that can be perpetuated by future GOHWP members. Annual activities not only build a sense of community within your chapter, they can build lasting connections with local and regional non-profits that can do a lot of good!
- C. Create a repository (electronic and/or physical) to store valuable chapter information and history.

Case Study: Our First Local Chapter

University of Ghana GOHWP is a local chapter which has 75 members made up of undergraduates and post-graduate students. All members of University of Ghana GOHWP meet once each month to discuss issues related to HWP. GOHWP Ghana chapter is a non-partisan, non-profit organization focused on betterment of humanity. It is an interdisciplinary and independent network that promotes the development of an economic system with respect for human dignity and well-being.

GOHWP-Ghana defends human dignity in face of its vulnerability. The dignity of human beings lies in the capacity to define autonomously the purpose of its existence. Since human autonomy realizes itself through social cooperation, economic relations and business activities can either foster or obstruct human life and well-being.

In business as well as in society, respect for human dignity demands respect for human freedom. Collective decision-making, in corporations just as in governments, should hence be based on free and equal deliberation, participation or representation of all affected parties. Concerns of legitimacy must, in economics like in politics, precede questions of expediency.

We believe that market economies hold substantial potential for human development in general. To promote life-conducive market activities, we want to complement the quantitative metrics which hitherto define managerial and economic success with qualitative evaluation criteria that focus on the human dignity of every woman and every man.

The local chapter here in Ghana is doing very well under the leadership of Dr. Inusah Abdul Nasiru. There is public lecture on GOHWP every year to final year students on the benefits of being a member of the organization. We are currently working very hard to open chapters in all universities in Ghana.

We do so by providing a platform to people concerned with the state of “business as usual” and foster community so that we provide not only criticism but constructive solutions. We believe these solutions need to be co-created with practitioners, policy makers and supported by the media.

As we set out to have impact on a global scale by aiming to change the mindset of people and help the transition towards a life-conducive economy, we now feel that we have outgrown a purely volunteer model. Thus, we need to back up the model and make it stronger so we can have more of an impact. This aspiration requires more than just casual volunteer work. While we hope to stay inclusive to the extent that anybody drawn to this mission and work can be part of the network (being friends on Facebook, possibly connecting with others as interest groups) we wish to learn from high-impact organizations and select those partners with which we can work more closely to achieve the mission and impact we wish to see.

GOHWP Ghana is a great example of what a local chapter of GOHWP can be. The question to you is, what do you want your local chapter to be? How do you want to focus your efforts? What is the “mark” that you want to make on the world? It can be narrow or broad, and we are happy to help you think about some of the key things that may be useful, in getting your chapter up and running.