



Handing off a Maptime Chapter

It gets to be that time for all of us: the time when we have to step back from organizing a Maptime chapter. It's a natural part of the volunteer cycle. For some, this is easy. For others, it can be much harder. What we want to do is make this easy for the person handing off and for the person stepping up, so we've made this little package of documents.

Included in the package is:

- Chapter Maintenance Guide
- Handoff Meeting + Announcement Guide
- New Organizer Worksheet
- New Organizer Statement

Of course, every chapter is different, and the items here may or may not reflect your chapter specifics. Feel free to suggest amendments to this document through commenting, or through emailing hello@maptime.io.

Every end is a new beginning. We wish you the best of luck no matter what side of the threshold you are on.

Chapter Maintenance

Scheduling

Scheduling meetups can be one of the toughest things and take up a great deal of time. To make this as easy as possible, we recommend going through the following steps.

1. **Determine your rate of meetup and new organizer term.** This will help you figure out how many Maptimes you'll need to run. We recommend trying to run one a month for six months, but of course it's up to you.
2. **Create a 6-month schedule.** Think about what you want to learn and who is available to teach ahead of time. Thinking about this in advance and getting it on the schedule will help to make running things much easier.

Communications

Communication is important for any Maptime chapter. Be sure to get a handle on how your chapter employs the following.

- **Eventbrite / Meetup.** Your chapter will likely already be using one of these services, or something similar, to get people to sign up for Maptime events.
- **Social media.** Most Maptime chapters use Twitter, though some are also on Facebook. Be sure to pass off any guidelines and passwords associated with these accounts.
- **Blogging + documentation.** Some chapters blog, some don't. Get a handle on how your chapter has been doing things, so you'll know what the community can expect. If your chapter has a website, be sure to get the login information.
- **Slack!** There is a Maptime organizer Slack account, which is a great place to ask questions of other organizers from all over the world.

Space

Where does your meetup meet? Is there a contact there? Is there a key or other item to transfer? Do you need to move? Does it cost money? Does it allow snacks? Get all the info that you can about the space you're moving into, and if possible have the old organizer make the necessary introductions.

Snacks

Many Maptimes meet in the after-work hours, and it's smart to provide snacks for attendees who may not have eaten dinner yet. Figure out the snack policy at the space you're using and your budget.

Funding

Small as they may be, there are inevitable costs associated with running a Maptime chapter. This usually includes Meetup fees, space fees, and snacks, and it shouldn't include much more. It's up to each chapter to be self-supporting, either through participant donations or through patronage.

- **Patronage.** Patronage comes from a third party who is interested in helping your chapter. For example, in San Francisco, Stamen and Mapbox both offer their spaces for Maptime meetups. Stamen and Mapbox are, in this way, patrons of MaptimeSF.
- **Participant donations.** Sometimes it's not possible to find a patron to help cover the costs of your meetup. If this is the case, it's ok to ask your participants for help. Meetup.com and Eventbrite allow you to charge for the meetup at sign up. Another method is to ask for small contributions from your attendees. In Oakland, the rent for the space is \$100/meetup. If 20 people each contribute \$5, then this can be covered easily.

It's important to note that Maptime is not to be used for personal profit. Please only ask your attendees for funds to cover expenses, not to line your pockets.

Co-organizers!

If all of this seems like a lot, it's because it is! If you can, find a co-organizer or five to help you. If you don't have someone in mind, reach out to the community! Social media and the handoff announcement (described below) are both great ways to find this new person.

When finding this new person, keep in mind that it can be easier for people to think about how they can help with one task. Think about what, specifically, you need help with. Blogging? Finding teachers? Just having some extra hands on deck on meetup nights? Ask for what you need and when, and the community will respond.

Additional Resources

Look to these places to find more information about Maptime:

- **maptime.io** has all of the information you need about Maptime, including links to the Code of Conduct and Maptime Bylaws. tl;dr: don't be a jerk, don't let anyone in your group be a jerk, and email hello@maptime.io if you have any trouble.
- **github.com/maptime** for teaching materials and more!

- Your chapter might already have a website hosted at maptime.io, for example **maptime.io/dc**. This is a great place to put blog posts advertising your upcoming meetups and/or documenting the great things that happened at past meetups! Documenting your meetups is also an easy job to delegate to people who are frequent attendees of your meetups, but who aren't ready to become fully-fledged co-organizers yet.

Handoff Meeting + Announcement

If possible, we recommend meeting in person to walk through the Chapter Maintenance section and to discuss the specifics of your group. In this meeting, you will also need to determine:

- **Organizer term.** How long do you want to be an organizer? 6 months? A year? When does it start?
- **Rate of meetup.** How often do you want to meet?
- **Space.** Will you keep the same space? If not, where are you going?

This meeting is also a great place to ask questions and deliver passwords to all of the necessary accounts securely.

When it's time, you or the soon-to-be former organizer need to send an **announcement email** to your group. In this email, you'll want to cover:

- Who is the new organizer, and how to get in touch with them.
- When the new organizer will be taking on these responsibilities
- Rate of meetups
- Next scheduled meetup, if any.

Chapter: Maptime SF + Oak

Passwords

- Meetup
- Eventbrite
- Twitter
- Flickr
- Facebook (if applicable)
- Other

**I _____ hereby
commit to organize
Maptime _____
for at least
_____ and I'm
super excited!!!**

sig: _____

date: _____