

Layer 2: Operations

How we run things.

"Centralized identity. Decentralized execution."

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Layer 2: Operations

How we run things.

Doc 8 – Slack Workspace Architecture

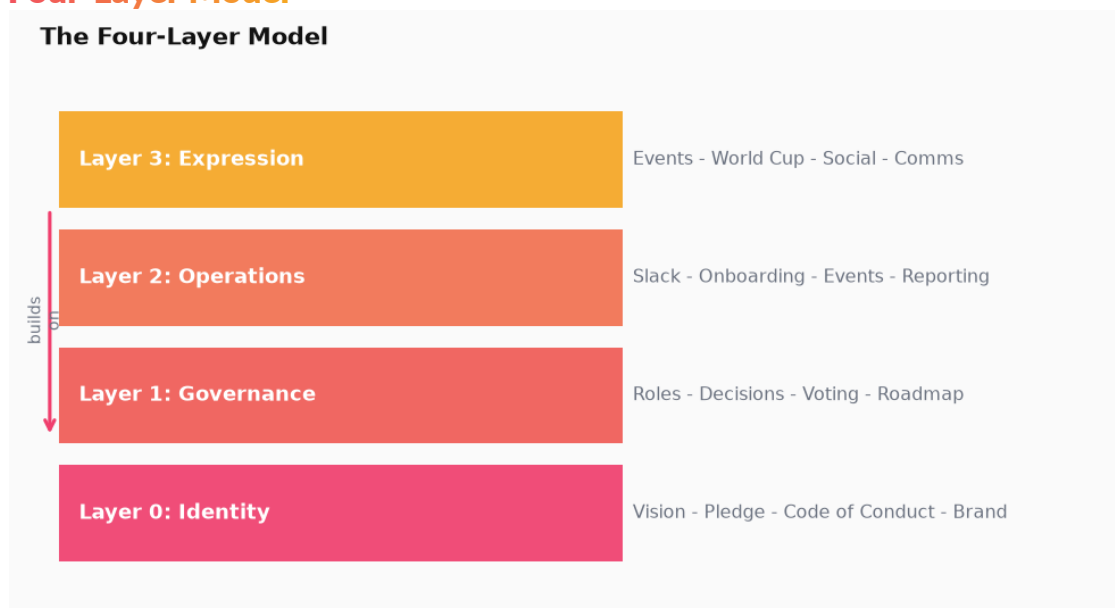
Doc 9 – Member Onboarding Flow

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The Four-Layer Model



Doc 8: Slack Workspace Architecture

8.1 Rationale: Why Structured Slack Matters for Multi-Chapter Communities

A Slack workspace is not just a messaging tool – for a global community like The AI Fellowship, it is the primary connective tissue between chapters, members, and the central team. Without intentional architecture, a multi-chapter Slack workspace becomes fragmented and noisy: conversations happen in the wrong channels, new members feel lost, important announcements get buried, and chapters operate in silos.

Structured Slack delivers five things that matter for The AI Fellowship specifically:

1. Belonging at scale. A new member joining from Lagos should feel as welcome and oriented as one joining from London. Clear channels, warm automated messages, and predictable structure remove friction from the first experience.
2. Chapter autonomy without chaos. Chapters need their own spaces to operate, but naming conventions and templates ensure the workspace remains navigable to everyone.
3. Signal-to-noise discipline. A community this distributed cannot afford notification fatigue. Thoughtful channel purpose definitions and @mention norms protect members' attention – the most valuable resource in any community.
4. Institutional memory. Pinned messages, channel descriptions, and archiving policies ensure that knowledge doesn't walk out the door when a Director changes.
5. Operational transparency. The center and chapters should be able to see what's happening across the community without constant status check-ins. The right channels make activity visible.

8.2 Complete Channel List

Legend for Table

- Post Access: Who can send messages in this channel
- Read Access: Who can see the channel (all = all workspace members)
- Moderation Owner: Who is responsible for keeping it on-topic and handling issues

Global Channels

Channel Name	Purpose	Who Can Post	Who Can Read	Moderation Owner
#welcome	Auto-generated welcome messages; pinned orientation resources. No conversation – read-only after the bot posts.	Slackbot only	All	Global Admin
#announcements	Official global announcements: events, policy changes, AI World Cup news, new chapter launches. One-way broadcast.	Central Team only	All	Global Admin
#introductions	New members introduce themselves. Encourages every new member to post within 7 days.	All	All	Community Manager
#general	Community-wide conversation: AI news, casual discussion, cross-chapter banter.	All	All	Community Manager
#ai-world-cup	Everything AI World Cup: announcements, qualifier results, team formation, hype.	All (announcements by Central Team only)	All	AI World Cup Lead
#projects-showcase	Members share work, demos, prototypes, research. Celebrate what the community builds.	All	All	Community Manager
#job-board	Job postings, internship opportunities, freelance gigs – AI-related only.	All (max 1 post/company/week)	All	Global Admin

Channel Name	Purpose	Who Can Post	Who Can Read	Moderation Owner
#resources	Curated links, papers, tools, datasets. Quality over quantity – no spam.	All (reaction: 👍 to upvote)	All	Community Manager
#help-and-questions	Technical questions, event logistics, community how-tos. Thread replies encouraged.	All	All	Community Manager
#directors-lounge	Private channel for Chapter Directors. Strategy, challenges, peer support, Central comms.	Directors + Central Team	Directors + Central Team	Global Admin
#central-team	Internal operations for the Central team (Zohaib, Marina, staff).	Central Team	Central Team	Global Admin
#media-and-press	Press coverage, photography/video drops, media requests. Chapter Directors post notable coverage here.	Directors + Central Team	All	Community Manager
#feedback-and-ideas	Community suggestions, feature requests, critique. Central team must respond within 5 business days.	All	All	Global Admin
#wins-and-shoutouts	Celebrating members: new jobs, launched products, competition wins, personal milestones.	All	All	Community Manager
#ai-news-digest	Curated AI news digest, posted weekly by a rotating volunteer.	Designated curator (rotating)	All	Community Manager

Channel Name	Purpose	Who Can Post	Who Can Read	Moderation Owner
#code-of-conduct	CoC text pinned here. Report form linked. New member arrivals are pointed here automatically.	Central Team only	All	Global Admin
#events-global	Upcoming events across all chapters. Directors post here when they publish events.	Directors + Central Team	All	Community Manager
#onboarding-alumni	Members who completed onboarding (auto-graduated) are added here. Light engagement.	All	All	Community Manager
#random	Memes, non-AI chat, weekend plans. The community's break room.	All	All	Community Manager
#bot-testing	Workspace admins test bots, automations, Slack workflows. Hidden from regular members.	Admins	Admins	Global Admin

Chapter Template Channels

Every chapter gets a private cluster created from this template when approved. Naming convention: #[region-city] prefix for all chapter channels.

Examples:

- Lagos chapter: #lagos-*
- London chapter: #london-*
- Singapore chapter: #sg-* (use ISO country code prefix for single-city chapters in multi-chapter countries)

Channel Name Template	Purpose	Who Can Post	Who Can Read	Moderation Owner
#[city]-general	Local chapter general discussion, casual conversation.	Chapter Members	Chapter Members + Central	Chapter Director

Channel Name Template	Purpose	Who Can Post	Who Can Read	Moderation Owner
#[city]-announcements	Chapter-level announcements: meetings, events, calls for participants.	Chapter Director + Central	Chapter Members	Chapter Director
#[city]-events	Event planning, logistics, volunteer coordination.	Chapter Members	Chapter Members	Chapter Director
#[city]-hackathon	Created when a hackathon is in progress; archived after 30 days post-event.	Chapter Members	Chapter Members	Chapter Director
#[city]-projects	Local projects, collaborations, team formation.	Chapter Members	Chapter Members + Central	Chapter Director
#[city]-ops	Internal chapter ops: budgets, venue contacts, logistics notes. Private – not even visible to other chapter members.	Chapter Director + Chapter Leads	Chapter Director + Chapter Leads + Central	Chapter Director
#[city]-alumni	Former chapter members who have moved on. Light-touch channel to maintain connection.	Alumni + Chapter Director	Alumni + Chapter Director	Chapter Director

Note: Chapters are encouraged but not required to create additional channels (e.g., #[city]-study-group, #[city]-job-board) based on local needs. These should be proposed to Central for naming consistency.

8.3 Onboarding Bot Flow Concept

When a new member joins the workspace, the following automated flow fires:

Trigger: Member joins workspace

Message 1 – Immediate (within 60 seconds)

From: @AIFellowship Bot

>

Welcome to The AI Fellowship, [First Name]! ☐

>

We're a global community of people who believe AI can be a force for good – and that the people building it should know each other.

>

Here's what to do first:

1. Head to #introductions and say hello (tell us your city, what you're working on, and one thing you're hoping to learn or build here).

2. Read our Community Code of Conduct ☐ pinned in #code-of-conduct

3. Explore #projects-showcase to see what our community is building.

>

Your chapter coordinator will reach out within 48 hours. If you're not assigned to a chapter yet, reply here and we'll sort it out.

>

Glad you're here.

Message 2 – Day 2 (if no introduction posted)

From: @AIFellowship Bot

>

Hey [First Name] – just a nudge! We noticed you haven't introduced yourself yet in #introductions. No pressure, but a quick hello goes a long way in a community like this. People are genuinely curious about who just joined.

Message 3 – Day 7 (First Week Check-In)

From: @AIFellowship Bot

>

One week in! Here's a quick orientation checklist:

- [] Posted your intro in #introductions
- [] Joined your chapter channel ([city]-general)
- [] Signed the Member Pledge (link)
- [] Connected with at least one other member
- [] Attended or RSVP'd to an upcoming event

>

If anything's unclear or you haven't heard from your Chapter Director yet, reply here.

Message 4 – Day 30 (Engagement Milestone)

From: @AIFellowship Bot

>

30 days in, [First Name]! You're officially part of the community now.

>

Quick question: How's your experience been so far? Drop your honest feedback in #feedback-and-ideas – we read everything.

>

And if you're ready to go deeper: Is there a project you want to start? A study group you want to run? A hackathon you want to organize? Reach out to your Chapter Director. The Fellowship is what you make it.

8.4 Channel Archiving Policy

Slack channels accumulate over time. Unarchived dead channels degrade discoverability and signal that the community is less active than it is.

Scenario	Action	Timeline
Event-specific channel (e.g., #london-hackathon-2026)	Archive 30 days after event close. Pin a final summary message before archiving.	30 days post-event
Chapter channel with no activity	Director receives a 30-day warning. If still inactive, archived with notice to members.	90 days of inactivity
Duplicate channels	Merge threads into the canonical channel, then archive.	Immediate on discovery
Chapter is closed	All chapter channels archived simultaneously. Retain read access for 6 months.	Upon chapter closure
Global channels becoming redundant	Proposal by any admin → discussion in #central-team → decision within 7 days.	As needed

Archiving process:

1. Post a final message: "This channel is being archived on [date]. Content will remain accessible but no new messages will be possible."
2. Pin any key links or handoff notes.

3. Archive the channel.
4. Archived channels remain searchable and readable – they are not deleted.

Renaming: Channel renames require Global Admin approval. Post a notice in the channel 72 hours before renaming.

8.5 Notification Norms

Notification fatigue is one of the fastest ways to lose engaged members. These are community-wide standards, not suggestions.

@here (notifies active members in the channel)

- Use: Time-sensitive, channel-relevant needs. "We need 2 more volunteers for tonight's event – who's in?" in #london-events.
- Avoid: General questions that can wait. Information that isn't truly urgent.
- Permission: Any member in chapter channels. Community Manager + Directors in global channels.

@channel (notifies ALL members of the channel, including inactive)

- Use: Critical announcements affecting all channel members. Policy changes. Event cancellations.
- Avoid: Everything else.
- Permission: Directors in chapter channels. Central Team only in global channels.

@everyone / @workspace

- Use: Reserved for Global Admin only. Extreme circumstances (safety, workspace-wide policy change).
- Avoid: Basically everything.

General Norms

- Thread replies for all responses to a message in high-volume channels. This is not optional in #general, #help-and-questions, and #resources.
- Do not DM Chapter Directors for questions that belong in a channel. Public channels create shared knowledge.
- Avoid posting the same message in multiple channels ("cross-posting"). Choose the most appropriate channel.

8.6 Admin Hierarchy

Role	Permissions	Who Holds It
Workspace Owner	Full workspace control: billing, workspace settings, member export, app management. Can delete the workspace.	Zohaib (Founder)

Role	Permissions	Who Holds It
Workspace Admin	Can invite/remove members, manage channels, set message retention, manage bots. Cannot access billing.	Marina Leivald + 1 designated Central Team member
Channel Manager (Global)	Can manage members and settings of assigned global channels.	Community Manager
Chapter Director	Admin of all #[city]-* channels for their chapter. Can invite new chapter members to chapter channels.	Per-chapter Director
Bot Manager	Can install/modify Slack apps and workflows.	Global Admin only
Regular Member	Can post in channels where permitted, DM others, create DM groups. Cannot create public channels.	All members

Succession note: Workspace Owner credentials must be documented in a secure location known to at least two Central Team members. If the Founder is unavailable, a Workspace Admin can manage day-to-day operations.

8.7 A Note on Slack Alternatives

Slack is the right choice now. It is professional, feature-rich, and familiar to the technical audience The AI Fellowship serves. However, Slack's free tier limitations (90-day message history) will become a problem as the community scales, and Slack's per-seat cost for paid plans can become prohibitive for a volunteer-led organization.

At approximately 500+ active members, it is worth evaluating:

Platform	Strengths	Trade-offs
Discord	Free, excellent voice/video, strong community culture, no message history limits, better for younger demographics.	Less "professional" feel, no threading until recently, different moderation model.
Circle	Purpose-built for communities, courses + community in one, clean UX, no noise.	Paid-only, less real-time feel, smaller ecosystem of integrations.
Geneva	Mobile-first, groups + channels, free tier. Growing in community spaces.	Less mature, fewer integrations.
Custom (Discourse + Slack)	Full control, free at scale, good for documentation.	High maintenance burden.

Recommendation: Monitor Slack costs and message history complaints at 6-month intervals. If the community crosses 500 members or Slack free-tier limitations begin causing knowledge loss, initiate a

migration working group. Do not migrate reactively – plan 3 months in advance with full member communication.

Doc 9: Member Onboarding Flow

9.0 Philosophy

Onboarding is the community's first impression. The goal is not to process members – it is to make someone feel that they made the right decision and that there is a real place for them here. Every step should feel human, intentional, and low-friction.

The standard for successful onboarding at The AI Fellowship: a member who completes onboarding should know one person by name, understand the community's mission and norms, and have participated in at least one activity.

9.1 Pre-Join: Discovery and Application

How someone finds The AI Fellowship

- Word of mouth (primary channel): A friend or colleague who is already a member invites them.
- Event attendance: Someone attends a chapter hackathon or meetup and is invited by the Director.
- Social media: LinkedIn post, Instagram story, or Twitter/X thread leads to the website.
- AI World Cup: Competitors discover the Fellowship through competition.
- Direct search: theaifellowship.com organic discovery.

Two paths to membership

Path A – Chapter-Level Join The most common path. A Chapter Director or member invites someone directly. The person applies through the chapter's local intake form (or in person at an event).

1. Person expresses interest → Director sends intake form link (or paper form at in-person event).
2. Person completes intake: name, email, city, background, what they hope to contribute.
3. Director reviews (informal; no formal scoring at chapter level) and approves within 5 business days.
4. Director sends Slack invite and CC's onboarding@theaifellowship.com.
5. Global Slackbot triggers the onboarding flow automatically.

Path B – Direct Join (No Chapter) For people in cities without a chapter, or those who want global community access.

1. Person submits interest form on theaifellowship.com.
2. Central team reviews and approves (typically within 7 days).
3. Central team sends Slack invite and assigns a "global member" status.
4. If a chapter launches in their city, they are invited to join it.

9.2 Step 1 - Welcome Message

Option A: Slackbot DM (preferred for Slack-first onboarding)

Subject / DM Header: Welcome to The AI Fellowship, [First Name]

>

>

Hi [First Name],

>

Welcome – we're genuinely glad you're here.

>

The AI Fellowship is a global community of people who care about where AI is headed and want to shape it alongside others. Whether you're a researcher, a builder, a designer, or just deeply curious – there's a place for you here.

>

Your first three moves:

>

1. Introduce yourself in #introductions. Tell us your city, what you're working on, and what brought you to the Fellowship.

>

2. Sign the Member Pledge – it takes 2 minutes and is how we agree to treat each other well. [Link to Pledge form]

>

3. Join your chapter channel □ #[city]-general (if you have one), or hang out in #general for now.

>

Your Chapter Director, [Director Name], may also reach out directly. Don't hesitate to reply here if you have questions – a real human monitors this.

>

Welcome to the Fellowship.

>

– The AI Fellowship Team

Option B: Email Welcome (for pre-Slack application path)

Subject: You're in – welcome to The AI Fellowship

>

>

Hi [First Name],

>

We're excited to welcome you to The AI Fellowship.

>

You're joining a community of people across [X] countries who are building, experimenting, and learning with AI – and who believe that the people working on this technology should know each other.

>

Here's what happens next:

>

1. Accept your Slack invite (link below). Slack is where the community lives – conversations, events, projects, and all the good stuff happen there.

>

2. Sign the Member Pledge (takes 2 minutes). [Link]

>

3. Introduce yourself in the #introductions channel – tell us who you are and what you're working on.

>

Your Chapter Director for [City], [Director Name], will be in touch within 48 hours to say hello and help you find your footing.

>

If you have questions at any point, reply to this email or message us in Slack.

>

We're glad you're here.

>

Warm regards,

The AI Fellowship Team

theaifellowship.com

9.3 Step 2 - Pledge Signing Flow

What the Pledge covers

The Member Pledge is a short, values-based commitment – not a legal contract. It covers:

- Respectful conduct
- Honest attribution of AI-assisted work
- Support for other members
- Commitment to the community's mission
- Acknowledgment of the Code of Conduct

Technical flow

1. Form: Hosted on a Google Form or Typeform (Central manages). Fields: Full name, email, chapter (if applicable), date, checkbox: "I have read and agree to the Member Pledge and Code of Conduct."
2. Confirmation: On submission, a confirmation email is auto-sent to the member with a copy of what they agreed to. Subject: "Your AI Fellowship Pledge – confirmed."
3. Record: Responses feed into a Google Sheet (or Notion database) maintained by Central. This is the authoritative membership record.
4. Slack update: A Zapier/Make workflow marks the member as "Pledge signed" in their Slack profile (via custom field). Chapter Directors can filter by this status.
5. Non-completion follow-up: If pledge is not signed within 7 days of Slack invite, bot sends a reminder (see Onboarding Bot Message 2 in Document 8). After 30 days, Director is notified and prompts the member manually.

Note for minors: If the member is under 18, the pledge form triggers a separate parental consent flow. Parent/guardian email must be provided. A PDF consent form is sent and must be returned before the member can participate in events. Central stores all signed minor consent forms.

9.4 Step 3 - Chapter Assignment and Introduction

If a chapter exists in their city

1. Director receives an automated notification: "New member [Name] has joined and completed the pledge. Please introduce yourself within 48 hours."
2. Director DMs the new member with a personal introduction (see Director Introduction Template in §9.8).
3. Director adds the member to chapter Slack channels: #[city]-general, #[city]-announcements, #[city]-events.

4. Director or a designated chapter "buddy" schedules a 15-minute intro call within the first two weeks (recommended, not required).

If no chapter exists

1. Central team sends a personal note: "We don't have a chapter in [City] yet – but you're not alone. Here's how to stay connected as a global member..."
2. Member is added to #general and #introductions as primary channels.
3. Central notes their city in the membership record. When 5+ members from the same city are present, Central proactively reaches out about potentially starting a chapter.

9.5 Step 4 - First 7 Days Checklist

To be shared with the new member by their Director or via bot (Day 7 message):

New Member – First 7 Days Checklist

- ☐ Accepted Slack invite and logged in
- ☐ Posted introduction in #introductions
- ☐ Signed the Member Pledge
- ☐ Joined chapter channel(s)
- ☐ Read the Code of Conduct (pinned in #code-of-conduct)
- ☐ Connected with at least one other member (replied to their intro, or messaged someone from the chapter)
- ☐ Checked out #projects-showcase
- ☐ RSVP'd to or attended an upcoming event (if one is scheduled)

Director's role in Week 1: Check in on the new member's progress. If they haven't posted an intro by Day 5, send a personal (not automated) message encouraging them.

9.6 Step 5 - First 30 Days Engagement Milestones

The goal of the first 30 days is to move a new member from "stranger with an invite" to "active community participant."

Week	Milestone	Who Drives It
Week 1	Intro posted, pledge signed, chapter channel joined	Onboarding bot + Director
Week 2	Attended one chapter event or community call	Director (personal nudge if no event planned)
Week 3	Made a meaningful contribution: shared a resource, helped someone in #help-and-questions, or posted in #projects-showcase	Member (Director celebrates it publicly)

Week	Milestone	Who Drives It
Week 4	Connected with 2+ members individually (DMs, 1:1 calls, or in-person meetup)	Member + Buddy system
Day 30	Filled out onboarding feedback survey (link sent by bot on Day 30)	Bot-triggered, Director follows up if incomplete

The "graduation" moment (see §9.9) is considered complete at the end of 30 days if at least 4 of the 5 weekly milestones are met.

9.7 Director Introduction Template

This is what a Chapter Director sends to a new member within 48 hours of their joining the chapter.

DM from Director:

>

Hey [First Name]! I'm [Director Name], the Chapter Director for [City].

>

Really glad to have you here. I wanted to personally say welcome and give you a quick lay of the land.

>

Our chapter has [X] members and we usually run [meeting cadence – e.g., "monthly meetups and one major hackathon per year"]. Our next event is [event name] on [date] – I'd love to see you there.

>

A few things that might help right away:

– Our main chapter channel is #[city]-general – that's where most of the conversation happens.

– If you have questions about anything local, feel free to message me directly anytime.

– If you're interested in contributing more – volunteering at events, leading a study group, anything – just say the word.

>

What are you currently working on? I always like to know what new members are building.

>

Welcome to [City] chapter – we're happy to have you.

9.8 "Graduation" Moment - When Is a Member Fully Onboarded?

A member is considered fully onboarded when they have:

1. ☐ Signed the Member Pledge
2. ☐ Joined their chapter channel (or #general if no chapter)
3. ☐ Posted a public introduction in #introductions
4. ☐ Attended at least one event (virtual or in-person)
5. ☐ Completed 30-day feedback survey

When all five are complete, the member is:

- Added to #onboarding-alumni channel automatically
- Marked as "Fully Onboarded" in the membership record
- Optionally: Chapter Director gives a public shout-out in #wins-and-shoutouts

There is no badge or certificate at this stage (though one could be introduced later). The "graduation" is about the community knowing that this person is settled in – and that person feeling it.

9.9 Metrics: What Does Successful Onboarding Look Like?

Per-member metrics (tracked by Director)

- Time to pledge signing (target: within 7 days)
- Time to first introduction post (target: within 7 days)
- Time to first event attendance (target: within 30 days)
- 30-day survey completion rate

Community-level metrics (tracked by Central, reviewed quarterly)

Metric	Target
% of new members who sign pledge within 7 days	≥ 85%
% of new members who post introduction within 7 days	≥ 75%
% of new members who attend an event within 30 days	≥ 60%
% of new members still active at 90 days	≥ 50%
30-day survey NPS / satisfaction score	≥ 8/10
Median time to "fully onboarded" status	≤ 30 days

Flagging for intervention: If a member has been in the workspace for 14 days without posting an introduction or signing the pledge, the Chapter Director is automatically notified and should send a

personal (non-automated) outreach. Members who have not engaged at all after 45 days are reviewed by the Director and may be removed from the workspace to maintain community quality (with an option to re-apply).

Doc 10: Chapter Director Onboarding & Handbook

10.1 What It Means to Be a Chapter Director

A Chapter Director is the most important role in The AI Fellowship's decentralized model. Directors are not employees – they are trusted community leaders who have volunteered to bring the Fellowship's mission to life in their city or region.

In practice, a Director:

- Organizes and runs local events (meetups, workshops, hackathons, qualifiers)
- Recruits and onboards new members
- Maintains the chapter's presence on Slack and any local platforms
- Represents the chapter in the global Directors network
- Reports on chapter activity to Central on a monthly basis
- Upholds and enforces the Code of Conduct within their chapter
- Decides (with full autonomy) how local events are run – format, venue, sponsors, content

What a Director is not:

- A paid employee or contractor of The AI Fellowship (unless a specific paid role is established and documented separately)
- Required to follow a specific event format imposed by Central
- Responsible for global-level decisions (those sit with Central)

Time Commitment

Honest expectation: 4–8 hours per month in a steady-state active chapter. This rises to 10–20+ hours in event-heavy months (e.g., a hackathon or AI World Cup qualifier). Directors should have a co-lead or team of chapter volunteers to avoid single points of failure.

Directors are encouraged to step down gracefully rather than go dormant. A managed succession is far better for the chapter than a chapter that slowly stops.

10.2 Application and Selection Process

Who Can Apply

- Must be 18 or older (no exceptions for the Director role itself)
- Must be based in, or have strong ties to, the proposed chapter city/region
- Must have attended at least one AI Fellowship event, OR demonstrate meaningful AI community involvement in their city
- Must commit to the minimum activity level (at least 1 event per quarter; monthly report)

- Should have a co-lead or at least one other committed person they are launching with (strongly recommended)

Application Form Fields

1. Full name and contact information
2. City / Region you are proposing to lead
3. Brief bio and current work or study (2–3 sentences)
4. Why do you want to lead this chapter?
5. What AI community experience do you have in this city?
6. Who else is on your founding team? (Names and brief intros)
7. Proposed first event: What would you run in the first 60 days?
8. Do you have any constraints on your availability? (e.g., travel, employment that creates conflicts of interest)
9. References: 1–2 people who can speak to your community leadership

Review and Selection

Applications are reviewed by Central (Zohaib + Marina + any regional advisors). Scoring criteria:

Criterion	Weight
Local AI community presence and knowledge	30%
Demonstrated leadership / event experience	25%
Team (not just solo founder)	20%
Quality of proposed first event	15%
References	10%

Decisions are made within 14 days of application receipt. Applicants receive a written response regardless of outcome. Declined applicants may re-apply after 6 months with a revised proposal.

10.3 Director Onboarding Timeline

Week 1 – Setup and Access

- [] Welcome call with Central team (Zohaib or Marina) – 60 minutes
- [] Receive Director Starter Kit (see §10.4)
- [] Get added to #directors-lounge on Slack
- [] Chapter Slack channels created (see §10.5 checklist)
- [] Added to Notion workspace with chapter template
- [] Listed on theaifellowship.com chapter directory (pending first event)

- [] Introduction posted in #directors-lounge by Central ("Excited to welcome [Name] as our new [City] Director!")

Week 2 – Community and Context

- [] 1:1 call with an existing Chapter Director (buddy assignment by Central)
- [] Review Code of Conduct and minor safeguarding protocol
- [] Review AI World Cup rules and qualifier hosting requirements
- [] Draft first 90-day event plan (at minimum: one event per month)
- [] Identify chapter co-lead and volunteer roles (recommended: events lead, communications lead)
- [] Begin recruiting first members – target 10+ by end of Month 1

30-Day Milestone

- [] First event planned and publicized (even if it hasn't happened yet)
- [] Chapter Slack channels are active with at least 5 members
- [] First chapter member onboarded through full flow
- [] Chapter page live on website
- [] First monthly report submitted (see template §10.6)

90-Day Milestone

- [] At least 2 events completed
- [] Chapter has 15+ members
- [] At least one member has been featured in a social proof post (#wins-and-shoutouts, or chapter social media)
- [] Director has participated in at least one global Directors call
- [] Feedback collected from chapter members on their experience

10.4 The Director Starter Kit

On Day 1, every new Director receives:

Item	Format	Notes
Welcome letter from Zohaib	PDF	Personal, specific to the city
Brand kit	ZIP (Figma link + exported assets)	Logos, colors, fonts, templates
Event poster template	Figma + PDF	Editable with chapter name/date
Member Pledge template	Google Doc	Editable if chapter needs local additions (Central must approve changes)
Code of Conduct	PDF	Final, not editable
Chapter Notion workspace	Notion link	Pre-populated with templates

Item	Format	Notes
Onboarding guide for new members	PDF	Share with every new member
AI World Cup Qualifier Guide	PDF	Even if not running a qualifier immediately
Minor Safeguarding Protocol	PDF	Required reading; signed acknowledgment required
First 30 Days Playbook	PDF	This document, essentially
Contact list	Notion page	Who to contact for what at Central
Chapter social media handle kit	Doc	Naming conventions, bio templates for Instagram/LinkedIn

10.5 Chapter Setup Checklist

Slack (completed by Global Admin, requested by Director)

- ☐ Create #[city]-general
- ☐ Create #[city]-announcements
- ☐ Create #[city]-events
- ☐ Create #[city]-projects
- ☐ Create #[city]-ops (private)
- ☐ Director added as channel manager for all city channels
- ☐ Chapter listed in Slack workspace description/channel header in #events-global

Notion

- ☐ Duplicate chapter template workspace
- ☐ Rename and configure with chapter name
- ☐ Director given Editor access; Central retains view access
- ☐ Key pages populated: Member database, Event tracker, Monthly reports folder

Web Presence

- ☐ Chapter page created on theaifellowship.com (Central creates, Director provides content)
- ☐ Content: Director bio, city description, how to join, upcoming events
- ☐ Social media handles created (if chapter chooses to run local accounts): @aifellowship.[city] on Instagram; similar on LinkedIn

Communications

- ☐ Chapter added to Central's monthly announcement distribution
- ☐ Director added to Directors mailing list

10.6 Reporting Cadence and Monthly Report Template

Cadence

- Monthly report: Due on the 5th of each month, covering the previous month.
- Quarterly call: All Directors join a 60-minute video call each quarter. Dates set by Central at the start of each year.
- Annual review: Director and Central meet 1:1 to discuss chapter health, goals, and any support needs.

Monthly Report Template

^^ THE AI FELLOWSHIP – CHAPTER MONTHLY REPORT

Chapter: [City] Director: [Name] Month: [Month, Year] Submitted: [Date]

--- MEMBERSHIP --- Total members (end of month): New members this month: Members who left / became inactive: Members who completed full onboarding:

--- EVENTS --- Events held this month: Event 1: [Name] | Date | Attendance | Format (in-person/virtual/hybrid) Event 2: [Name] | Date | Attendance | Format (add rows as needed)

Events planned next month: Event 1: [Name] | Planned Date | Expected Attendance

--- ENGAGEMENT --- Most active channel this month: Notable member contribution or win: Any community issues or conduct concerns: (yes/no – if yes, describe and action taken)

--- AI WORLD CUP --- Qualifier plans (if applicable): Teams currently forming:

--- SUPPORT NEEDED FROM CENTRAL --- (List any blockers, resource needs, or questions for Central. Be specific.)

--- ANYTHING ELSE --- (Optional: what's going well, what could be better, ideas for Central)

^^

10.7 What Central Owes Directors - The Support SLA

The AI Fellowship's model works because Directors trust that Central will show up for them. These are not aspirational goals – they are commitments.

Type of Request	Response Time
Urgent support (safety incident, media inquiry, member dispute)	Within 4 hours
Operational question (Slack access, Notion issue, resource request)	Within 24 hours
Strategic question (event format, expansion, sponsorship guidance)	Within 48 hours
Brand or content approval	Within 3 business days

Type of Request	Response Time
General feedback or ideas	Acknowledged within 5 business days; actioned as appropriate

Central also commits to:

- Running a global Directors call at least once per quarter
- Publishing a monthly Central Update to #directors-lounge (what's happening globally, upcoming campaigns, new resources)
- Providing a minimum of 2 hours of 1:1 time per Director per year for chapter strategy conversations
- Maintaining up-to-date brand assets, templates, and documentation at all times
- Announcing any global policy changes to Directors at least 14 days before they take effect

10.8 Chapter Lifecycle

Status Definitions

Status	Criteria
Active	At least 1 event per quarter; monthly reports submitted; Director responsive within 48 hours
Dormant	No event in 90 days OR two consecutive monthly reports missed. Director contacted.
Inactive	No event in 180 days AND no response from Director within 30 days of Dormant notice.
Closed	Formally closed by Central. Channels archived. Members notified.

Process

Dormant trigger: Central sends a personal note to the Director: "We haven't heard from you in a while – is everything okay? We want to support you, not audit you. If the chapter needs a pause, let's talk about it."

Inactive review: Central attempts contact via email, Slack, and phone (if available). If no response after 30 days, the chapter moves to Inactive status. An announcement is posted in the chapter channels: "This chapter is currently on pause. Members are welcome to participate in the global community while we explore next steps."

Closure: Closure is a last resort. Before closing, Central actively seeks a successor Director. If no successor is found within 60 days, the chapter is formally closed. A closure announcement is sent to all chapter members with guidance on how to stay connected globally.

Reactivation: A closed chapter can be reactivated by a new Director application following the standard process. The city's history (events, members, content) is preserved in archived Notion pages and referenced in the new Director's onboarding.

10.9 Director Succession

When a Director decides to step down – or when Central determines a Director change is necessary – the following process applies.

Voluntary Succession (Preferred)

1. Director notifies Central at least 60 days in advance.
2. Director and Central jointly identify a successor candidate (ideally from the chapter's existing member/volunteer base).
3. Outgoing Director co-runs at least one event with the incoming Director.
4. Formal handover meeting: Central, outgoing Director, and incoming Director. Agenda: open items, key contacts, member relationships, any ongoing projects.
5. Incoming Director completes the standard Director onboarding (abbreviated Week 1-2 timeline; full checklist still required).
6. Public announcement in #directors-lounge and chapter channels thanking the outgoing Director.

Emergency Succession (Director becomes unavailable suddenly)

1. Central assumes temporary stewardship of the chapter (#[city]-ops access transferred to Central).
 2. Chapter members are notified: "There has been a change in leadership. We're identifying a new Director and will update you shortly."
 3. Central initiates an internal search (existing members first, then open application) within 30 days.
 4. Chapter continues operating at reduced pace during transition.
-

10.10 Director Offboarding Checklist

When a Director steps down:

- ☐ Succession plan in place and communicated to chapter members
 - ☐ All chapter Notion content reviewed and organized (no orphaned drafts)
 - ☐ #[city]-ops channel history reviewed; any sensitive content downloaded and deleted
 - ☐ Slack channel admin rights transferred to successor
 - ☐ Notion editor access transferred to successor; outgoing Director downgraded to view-only
 - ☐ Website chapter page updated with new Director info
 - ☐ Member database reviewed and updated
 - ☐ Outstanding vendor or venue relationships documented and handed over
 - ☐ Exit interview with Central (30 minutes): What went well? What could be better? What advice for the successor?
 - ☐ Public thank-you from Central in #directors-lounge and #wins-and-shoutouts
 - ☐ Optional: outgoing Director invited to #onboarding-alumni and remains a member of the community
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Doc 11: Event Framework & Runbook

11.1 Event Taxonomy

The AI Fellowship runs a range of event types. Understanding the taxonomy matters because each type has different requirements, audiences, and outcomes.

Event Type	Description	Typical Duration	Format	Chapter vs. Global
Hackathon	Team-based competitive building event. Participants form teams, receive a challenge, build a project, and present to judges.	1-3 days	In-person or hybrid	Chapter-run (can be global qualifier)
Workshop	Skill-focused learning session led by a facilitator. Specific topic, hands-on exercises.	2-4 hours	In-person or virtual	Chapter-run
Meetup	Casual community gathering. Talks, demos, networking. Lower bar to attend.	2-3 hours	In-person	Chapter-run
Demo Night	Members and projects present work to the chapter. Celebration + feedback.	2-3 hours	In-person	Chapter-run
Study Group	Recurring small-group learning sessions on a specific topic (e.g., a research paper, an ML course).	1-2 hours	Virtual or in-person	Chapter-run (any member can initiate)

Event Type	Description	Typical Duration	Format	Chapter vs. Global
AI World Cup Qualifier	Structured hackathon that feeds into the global AI World Cup competition. Specific format requirements from Central.	1-2 days	In-person (preferred) or hybrid	Chapter-run, Central-governed format
Speaker Series	External speaker (researcher, practitioner, founder) presents to the community. Q&A included.	1-2 hours	Virtual or in-person	Chapter or Central
Community Call	Global or regional video call for all members. Updates, Q&A, cross-chapter connection.	1 hour	Virtual	Central-run

11.2 Pre-Event Checklist

Use this checklist for every event regardless of type. Adapt scope to the scale of the event – a study group needs a 1-day prep runway; a hackathon needs 6–8 weeks.

6–8 Weeks Before (Hackathons) / 2–3 Weeks Before (All Others)

- ☐ Event concept confirmed: type, topic, target audience, goal
- ☐ Date and time confirmed (cross-check against other chapter events and major AI conferences)
- ☐ Venue secured (in-person) OR virtual platform confirmed (Zoom, Gather, Discord)
- ☐ Event listing created: Eventbrite, Luma, or equivalent
- ☐ Registration link active and shared in #[city]-events and #events-global
- ☐ Speakers/facilitators/judges confirmed (with written confirmation)
- ☐ Sponsorship needs assessed (venue costs, food, prizes) – if sponsors needed, outreach begins now
- ☐ Event poster/graphic created using Fellowship brand assets
- ☐ Co-facilitators or volunteers recruited (minimum 2 people for events with 30+ attendees)

1–2 Weeks Before

- ☐ Registration numbers checked – is promotion needed?
- ☐ Venue logistics confirmed: A/V, WiFi, seating, accessibility
- ☐ Code of Conduct briefed to all organizers and volunteers

- ☐ Consent forms prepared: Photography/Social Media Consent (see §11.7); Minor Safeguarding Consent (if minors attending – see §11.6)
- ☐ Minor Safeguarding: confirm attendance of any under-18 participants; review supervision ratios
- ☐ Emergency contacts collected from venue; nearest hospital/emergency service noted
- ☐ Reminder emails/Slack messages sent to registrants (1 week out + 24 hours out)
- ☐ Event report template prepared and ready to fill in
- ☐ Social media post drafted for event day

Day Before

- ☐ Final headcount confirmed
 - ☐ Materials printed (consent forms, name badges, agendas)
 - ☐ Volunteer briefing completed
 - ☐ Tech tested (for virtual: Zoom/platform tested; for in-person: projector, sound, WiFi)
 - ☐ Supplies confirmed: markers, sticky notes, extension cables – whatever the event needs
-

11.3 Event Day Checklist

Opening (first 15–30 minutes)

- ☐ Registration table / check-in active 30 minutes before start
- ☐ Consent forms collected at check-in
- ☐ Minor supervision confirmed at check-in (any under-18 attendees identified and assigned a supervising adult)
- ☐ Welcome address delivered by Director or designated host
- ☐ Code of Conduct read or summarized aloud (2 minutes – mandatory)
- ☐ Housekeeping: bathrooms, emergency exits, WiFi password, schedule overview
- ☐ Photography consent reiterated verbally: "We'll be taking photos today. If you'd prefer not to be photographed, please let us know and we'll make sure to respect that."
- ☐ Introductions / icebreaker (optional but recommended for events under 50 people)

During the Event

- ☐ Volunteers monitoring for comfort and safety (especially for multi-day events)
- ☐ Any conduct issues handled immediately and privately by the Director (Code of Conduct protocol)
- ☐ Photos being taken by designated photographer (with consent)
- ☐ Key moments noted for event report
- ☐ Energy check: is the event running on schedule? Adjust if needed.

Closing (final 15–30 minutes)

- ☐ Summary of what was built/discussed/learned
- ☐ Shoutouts to standout contributions
- ☐ Next steps communicated: where to share what was built, how to stay in touch, next event

- ☐ Feedback form shared (QR code or link)
 - ☐ Community call-to-action: invite attendees to join the chapter Slack / follow on social
 - ☐ Thank speakers, sponsors, volunteers publicly
-

11.4 Post-Event Checklist

Within 48 Hours

- ☐ Event report completed and submitted to Central (see template §11.5)
- ☐ Photos organized and uploaded to central media library
- ☐ Social media post published (event recap, photos of attendees who consented)
- ☐ Individual thank-you messages sent to speakers, judges, and key volunteers
- ☐ Feedback survey data collected and reviewed

Within 1 Week

- ☐ Notable projects or participants submitted for #projects-showcase or social spotlight
 - ☐ Any conduct issues documented (even if resolved) and submitted to Central
 - ☐ Learnings documented in chapter Notion for future events
 - ☐ Sponsor thank-you and impact report sent (if applicable)
 - ☐ New member leads from the event added to chapter intake pipeline
-

11.5 Event Reporting Template

^^^ THE AI FELLOWSHIP – EVENT REPORT

Chapter: [City] Director: [Name] Event Name: [Name] Event Type: [Hackathon / Workshop / Meetup / Demo Night / Study Group / Qualifier / Other] Date(s): [Date or date range] Format: [In-person / Virtual / Hybrid] Venue / Platform: [Location or link] Submitted: [Date]

--- ATTENDANCE --- Registered: Attended: First-time attendees: Under-18 attendees: (number; confirm consent forms collected)

--- EVENT SUMMARY --- What was the event about? (2-4 sentences):

How did it go? (2-4 sentences – what worked, what didn't):

--- OUTCOMES --- Projects built / presented (hackathons, demo nights):

- [Project name]: [brief description], [team/presenter]

Key learning or insight from the event:

Notable participant or moment worth featuring:

--- ENGAGEMENT --- Feedback survey response count: Average satisfaction rating (if collected): /5 or /10 Top piece of feedback:

--- SOCIAL PROOF --- Photos taken: Yes / No Photos uploaded to media library: Yes / No Social post published: Yes / No | Link:

--- CONDUCT --- Any Code of Conduct issues: Yes / No If yes – describe situation and action taken:

--- RESOURCES --- Costs incurred: [Itemize if relevant: venue, food, materials, prizes]

Sponsorship/funding received:

--- FOLLOW-UP NEEDED FROM CENTRAL --- (List any items that need Central attention)

--- NOTES --- (Anything else worth capturing)

11.6 Hackathon-Specific: Judging, Teams, and Submissions

Team Formation Rules

- Minimum team size: 2 (solo entries allowed only if explicitly stated for a specific event)
- Maximum team size: 5 (default; can be adjusted per event)
- Team formation window: communicated in advance (typically 2–4 weeks before the event, or on Day 1 for shorter hackathons)
- Cross-chapter teams: encouraged, especially for AI World Cup qualifiers
- Each person may only be on one team

Suggested Judging Criteria

Criterion	Description	Default Weight
Technical Execution	Does it work? Is the technical implementation sound?	25%
Originality	Is the approach creative? Does it tackle the problem in a new way?	20%
Real-World Impact	Does it address a meaningful problem? Could it actually be used?	25%
Presentation	Is the demo or presentation clear, compelling, and within time?	15%
Code Quality / Reproducibility	Is the code readable, documented, and reproducible by a third party?	15%

Chapters may adjust weights (within reason) for local context. AI World Cup qualifiers use a standardized rubric defined by Central (see Document 12).

Submission Format (Standard)

Teams submit via a designated form before the submission deadline. Required fields:

- Project name
- Team members (names + email addresses)
- GitHub / code repository link (required for technical projects)

- Demo video (2–5 minutes, Unlisted YouTube or Loom)
- Project description (max 300 words)
- What problem does it solve? (max 100 words)
- What AI tools/models were used? (required disclosure)
- What would you build next? (optional; judges love this)

Judges evaluate submissions independently before the presentation round. Final scores combine written submission + live presentation.

11.7 Minor Safeguarding Protocol

The AI Fellowship welcomes young people. With that comes a real responsibility to keep them safe. This protocol applies to any event where under-18 participants are present.

Before the Event

1. Identify minors at registration. The registration form asks: "Are you under 18?" If yes, a flag is set.
2. Parental consent required. A parent or legal guardian must complete and sign the Minor Consent Form before the participant can attend. Form must include: guardian name and contact number (active on event day), medical information relevant to supervision, consent for photography (separate checkbox).
3. Confirm supervision ratios. The AI Fellowship recommends a minimum of 1 designated adult supervisor per 10 minors. For events with 20+ minors, a dedicated safeguarding lead must be named.
4. Brief volunteers. Any volunteer interacting with minors must be briefed on the safeguarding protocol before the event.

During the Event

1. Minors must not be alone with a single adult at any time during the event. The "two adult" rule applies.
2. Emergency contact cards. The Director or safeguarding lead holds the emergency contact number for every minor attending, on a physical card or accessible on a phone – not only a spreadsheet.
3. Photography. Minors may only be photographed with explicit written parental consent. When in doubt, do not photograph.
4. Reporting. Any concern about a minor's wellbeing must be reported immediately to the safeguarding lead and documented. Central must be notified within 24 hours of any safeguarding concern, regardless of outcome.

After the Event

1. Minor consent forms retained for a minimum of 2 years. Central holds copies.
 2. Any incidents documented in the event report and submitted to Central within 48 hours.
-

11.8 Virtual Event Guidelines

Virtual events require their own checklist:

Platform preparation:

- ☐ Platform confirmed (Zoom recommended; Hopin or Gather for community-style events)
- ☐ Meeting link created and tested 24 hours before
- ☐ Waiting room or registration-gated entry enabled
- ☐ Co-hosts assigned (at least 2 admins for events with 30+ attendees)
- ☐ Screen share settings configured (who can share)
- ☐ Recording decision made and communicated to attendees in advance ("This session will/will not be recorded.")

Consent:

- If recording, verbal and text-chat consent must be obtained at the start: "This session is being recorded. By staying in the call, you consent to being recorded. If you'd prefer not to be recorded, please turn off your camera."

Engagement:

- Use polls, breakout rooms, and the chat actively – virtual events lose people without interactivity
- Designate a "host" and a separate "technical support" person
- Plan for a hard end time; optionally offer an informal networking breakout after the official close

Conduct:

- Mute all on entry for large sessions
- Designate a moderator for the chat
- Have a clear process for removing disruptive participants (pre-briefed co-host handles this)

11.9 Photography & Social Proof Consent Workflow

Consent Form Template

THE AI FELLOWSHIP – PHOTOGRAPHY & MEDIA CONSENT FORM

Event: [Event Name] Date: [Date] Location: [City / Platform]

I, [Full Name], consent to The AI Fellowship photographing and/or recording me at this event, and to these materials being used for:

☐ The AI Fellowship's social media channels (LinkedIn, Instagram, Twitter/X) ☐ The AI Fellowship's website (theaifellowship.com) ☐ The AI Fellowship's internal communications (newsletters, reports) ☐ Press and media (external publications, interviews)

I understand that:

- I can withdraw consent at any time by contacting the Chapter Director.
- Images will not be sold to third parties.
- My name will not be attached to photos without my explicit permission.

Signature: _____ Date: _____

Print Name: _____

--- FOR MINORS ONLY ---

I, [Parent/Guardian Full Name], am the parent or legal guardian of [Minor's Full Name], aged [age]. I give the above consents on their behalf.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Contact (active on event day): _____

^^^

Workflow

1. Form distributed at check-in for in-person events; linked in confirmation email for virtual events.
 2. Photographer given a list of attendees who did NOT consent (do not photograph them).
 3. Signed forms collected and held by Director; scans/photos uploaded to chapter Notion within 48 hours.
 4. Any photo posted publicly must have confirmed consent on file before posting.
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