



The Diamond Writers Member Handbook

A Transparent Gem Inc. Company



Contents

LETTER FROM THE QUEEN PEN

ABOUT DIAMOND WRITERS

OUR STORY

OUR SIGNIFICANCE

OUR SHINE

SHINE STATEMENT

OUR PUBLICATIONS

OUR DIAMOND LEADERS

THE DIAMOND STANDARD

MEMBER DUES

MEMBER TIERS

GET CONNECTED

DIAMOND PARTNERS & T.G.I AFFILIATES

SOCIALIZE & SHINE



Dear Diamond,

Welcome to the Diamond Writers and the Transparent Gem Inc. family. I am so excited that you have said “yes” and made the decision to write with us and shine with us!

As you prepare for the writing year, I want you to consider a few things, and keep them top of mind. Firstly, we are a community, not a girl’s group, squad, or click. We are a sisterhood of women dedicated to our healing through the outlet of journaling and the creativity of writing.

As the leader of this community, I am devoted to your development and healing and will serve as a guide, resource, and sister-friend. I am personally invested in your journey and am extremely anxious to see you succeed.

As a new Transparent Gem, there will be a lot to learn about our culture, community structure, best practices, writing requirements, assignments, exercises, etc., and it may seem overwhelming at first. However, you have adequate support from our leadership, your peers, and of course within yourself to handle all that is in front of you. I encourage you to lean on your leaders and your Diamond sisters as you acclimate and find your place in our jewelry box (community).

As you go through this handbook, you will become familiar with the people and activities that make our community elite. You will revisit some of the pertinent information presented and introduced during the interest calls and onboarding sessions, as well as receive new information that will be useful during your membership year.

I hope this handbook will help you better understand my vision and convey my commitment to providing you with a safe space conducive to collaboration, sisterhood, healing, and transparent storytelling. And lastly, I hope it helps to confirm your “YES” to the journey.

Again, welcome!

Natima Sherce, Queen Pen

Founder & Visionary



Our Story

Diamond Writers

A sisterhood and community for like-minded creatives who desire to inspire, and influence others through writing, speaking, and women empowerment. A writing collective, and women-only non-competitive safe space dedicated to cultivating healing and financial liberation through writing, transparent and authentic storytelling, and authorpreneurship.

Parent Company

Transparent Gem Inc. (formerly Words Matter Co.) is a registered boutique independent publishing consultancy founded by Visionary and Queen Pen, Natima Sheree, in June 2017.

T.G.I has assisted more than three dozen first-time indie authors with manuscript development, editing, and navigating the publishing process. T.G.I is a certified member of the Independent Book Publishing Professionals Group (2021).



Our Significance

Purpose

Our goal and purpose are to provide a platform that empowers women to heal and release trauma through authentic storytelling, journaling, and writing. It is our mission to bring like-minded women together from diverse backgrounds to pursue individual and collective writing endeavors. We are dedicated to developing, publishing, promoting, and celebrating aspiring and established independent authors and literary influencers. We empower women to use their voices to inspire others and equip them with the tools to monetize their talent in the literary medium.

Mission

Our mission is to help women in the BIPOC community to heal and release trauma through writing. To support women who feel invisible/unseen, insignificant, and unheard and encourage them to own their truth, reclaim their power, and discover their voices by sharing their stories to inspire and liberate others.

Values

Our community is built upon several pillars and core values which are:



Accountability



Authenticity



Transparency



Integrity



Respect



Sisterhood



Our Shine

Brand Symbol – ‘The Diamond’

Diamonds are associated with strength, love, and health. For centuries, Diamonds have been worn by leaders and power figures to symbolize strength and invisibility. Diamonds have also been associated with good health and represent long life, purity, and rarity.

The stone also attracts abundance, power, courage, fortitude, creativity, imagination harmony, and faithfulness. This transparent gem represents what our women, stories, and sisterhood embody.

Brand Colors

Our primary brand color is Rose Gold.

Rose Gold connotes a sense of quietness and is frequently associated with wealth, luxury, and elegance. Rose Gold is the perfect complement to our brand symbol, the Diamond.

Our brand pallet also includes mauve, rose pink, burly wood, beige, black, white, and rosy-brown.

Tagline

“Write With Us. Shine With Us.”

Attire

Although our leader is not big on conformity, she does appreciate consistency when representing the brand at the Diamond Standard.

Whenever we are representing the brand at an event (virtual or in-person) we encourage active Diamond Writers to wear our brand colors (of their choice), their Diamond Writer brooch, or one of our several Diamond Writer branded tees.

When at book signings of any kind, we ask that you use our standard Diamond Writer pen to sign/autograph books.



Culture

The Diamond Writers is a member-first organization, led by a “we-leader” and not a “me-leader.” We cultivate a culture of diversity, inclusion, belonging and empowerment. Our community is built upon the core values of accountability, authenticity, transparency, integrity, respect, and sisterhood. We offer a secure environment that offers psychological safety, and freedom of expression. Our culture is one that supports and prioritizes mental, spiritual, energetic, and emotional wellness, self-love, and soul care.

We increase and promote positivity and reduce and eliminate competition, pettiness, combativeness, and divisive energy. We provide learning and growth opportunities while challenging you to do deeper and dream bigger.

Shine Statement

I was formed under pressure and refined by GOD to inspire others. Representing strength and transparency, I am not easily broken! I am aware of my inherent worth and value and regardless of the mistakes I've made, the trauma I've overcome, and the hurt I've healed from, I SHINE! I AM A DIAMOND!



Our Publications: Past, Present, and Impending

- March 2021 Pretty Broken: Transforming Scars to Beauty Marks
April 2022 Beneath the Crown: Her Story. Her Power. Her Voice
April 2023 Valid Transparency: Poetic Confessions of a Transparent Gem
May 2024 She Is
May 2025 Audacity



Diamond Writers

Centers of Excellence and LeadHERship Council

Natima Sheree, Queen Pen (VVS)

Founder, Visionary, and Financier

Co-Manager, Events

Executive Producer, Hustle & Shine Podcast

Publishing Lead and Executive Anthologist

📷 @natima_sheree

✉️ Info@natimasheree.com

Diamond Operations

Mel V, MVPen (VVS)

Executive Director of Diamond Operations & Diamond Relations

Co-Manager, Events

Lead, Branding & Design (website, social media, etc.)

Manager, Sparkle Shoppe and Retail Distribution

📷 @her_the_mvp

✉️ mvpdbg@gmail.com

Jessica Newman, Kulture Keeper (VS)

Senior Director of Operations & Diamond Relations (Southeast)

📷 @Jessnew12

✉️ Jcnewman081@gmail.com

Tiffany Mathias, The Phoenix (VS)

Senior Director of Operations & Diamond Relations (Northeast)

Associate Producer, Hustle & Shine Podcast

📷 @1_truefionix

✉️ Fozzy8575@gmail.com



Enablement & Enrichment

Danielle Lawson, Facilitator, Gem Class , SHINE Specialist (VS)

Enrollment & Onboarding Specialist

Facilitator, Gem Class

Training Lead, Gem Team (Northeast)

📧 @quietstorm_7

✉️ Lawson.danielle81@gmail.com

Outreach & Engagement

Michelle McFarlane, Executor of Excellence (Le'Vian)

Facilitator, Book Babes Virtual Book Club

Lead, Sparkle Market Partners

📧 @thechellemack_

✉️ Mcfarlanemv@gmail.com

Marlene Edwards, (Le'Vian)

Lead, Shine Squad & Gem Team

Lead, Strategic Outreach

📧 @ Marleneedwards0816

✉️ Marlenemalcolm29@gmail.com

Branding & Media

Tier'a Berry, (Le'Vian)

Associate Editor, The Glow Report & Spoonful (H&S Weekly Recap)

📧 @sweettswrites

✉️ berrytiera@gmail.com



The Diamond Standard (Code of Conduct)

What We Expect of You

- Complete, sign, and submit your contributing author agreement.
- Regular engagement in the private Diamond Writers What's App Chat Group
- Regular participation and attendance at bi-weekly team meetings
- To participate in and complete ALL assignments.
- To share, promote, and champion the Diamond Writers
- To commit and contribute to at least one anthology during your membership/enrollment year.
- To represent, and act on behalf of the Diamond Writers with integrity, respect, and ethics
- To respect and uphold T.G. I's and the Diamond Writers' standards and adhere to member policies.
- To foster an ethical culture
- To take responsibility for one's conduct and hold your Diamond Sister accountable to theirs.
- Pay member dues and maintain active membership during the committed writing year.
- To act on behalf of the Diamond Writers and conduct themselves with the highest level of self-love, self-respect, integrity, and dignity.
- Transparent Gem Inc. and the Diamond Writers have a no-tolerance policy for personal attacks (physically, or otherwise), bullying, or "mean girl" behavior.
- We expect Diamond Writers to adhere to and uphold our dress code when representing the brand or themselves at an event.
- All Diamond Writers are expected to leverage appropriate branding and signature logos on community-related posts, reels, and/or external marketing opportunities. The use of T.G.I and/or Diamond Writers logos are not to be redistributed, repurposed, or branded on personal or cross-branding without prior approval.



Diamond Writer Member Dues



Members are charged a monthly or annual fee. Fees are charged directly to the registered member. Members pay dues to secure their place in our impending anthology, and their membership for the active writing year to access community resources, meetings, events, etc.



\$35.00 monthly (autopay option only)



\$399.00 annually (this includes a 5% discount for full annual payment)

Diamond Member Dues Cover:



Publication fees for writing year project(s) – include but are not limited (to manuscript development, compilation, editing, formatting, cover design, ISBN assignment, print and distribution, promotion, vendor, and consultant fees, etc.)



All training, enrichment, and enablement



VIP tickets and/or passes to TGI and Diamond Writer-hosted events.



Website, social media, Podcast, and Branding costs for the year



Diamond Writer Signature Logo



Diamond Writer Welcome Gift Box

Active Members

Active members are Diamond Writers who have paid their dues and have not violated any policies or code of conduct that may have resulted in the revocation of membership. Active members are also identified as legacy Diamond Writers who have renewed and returned for an additional writing year.



What you can expect as a Diamond Writer

- 💎 Support, coaching, training, and mentorship during the writing process
- 💎 A unique and personalized Diamond Writers signature logo for branding and marketing
- 💎 Diamond Writer welcome gift box to include Diamond Writer brooch, pen, and other complimentary branded merch.
- 💎 Two complimentary copies of the contributing anthology post-publication (as highlighted in the contributing author contract)
- 💎 Unpaid anthologist participation
- 💎 Opportunities to join and serve on the Diamond Writers Centers for Excellence and LeadHERship council.
- 💎 Speaker development, speaker opportunities, and co-membership to the Diamond Influencers program
- 💎 Free, VIP, and/or discounted tickets to T.G.I and Diamond Writer exclusive events
- 💎 Business promotion (for individual and independent business endeavors)
- 💎 Networking opportunities
- 💎 Author brand development and support
- 💎 Distributor rate on books (those you've contributed to only)
- 💎 100% commission of independently sold and distributed books

Member Grievances

Should a Diamond Writer have a grievance, they should direct the grievance to their Regional Director. If the grievance cannot be resolved by local leadership, the Diamond Writer should escalate to the Executive Director of Operations.

Membership Cancellation

Membership can be canceled at any time. Members' cancellations must be submitted in writing at least fifteen (15) days prior to the recurring member dues withdrawal. Membership cancellations must be submitted to the Executive Director of Diamond Operations.

Paid dues will not be refunded or prorated upon cancellation



Membership Suspension

If you are asked to leave the Diamond Writers organization, you will be notified by an executive leader via email or a 1:1 meeting. No back dues will be refunded; however, your recurring payment will be terminated at the time of your suspension. If you are suspended within your active writing year, you will not be permitted to contribute during that writing year. Depending on the violation, suspended members may be eligible to reapply for the following writing year.



Diamond Writer Member Tiers



Solitaire

First-year Diamonds (contributing to their first anthology)



Le' Vian

Two or more years of active membership. Contributed to two or more anthologies.



VS

Senior members with proven commitment and tenure. Supports VVS/Executive Leaders with projects, outreach, and events. Mentor to Solitaire & Le'Vian Diamonds



VVS

Executive LeadHERship Council



Connect With Us!

Internal Communication & Connection



Bi-weekly Team Meetings



Glow Report (Monthly Newsletter)



What's App Text Group



Email Correspondence

Inquiries, questions, and correspondence should be sent to: admin@diamondwriters.com

Podcast guest or promotion request: hustleandshine@diamondwriters.com



Website

www.diamondwriters.com (please be sure to bookmark)

Social Media



Facebook

<https://www.facebook.com/thediamondwriters>



Instagram

<https://www.instagram.com/diamondwriters/>



YouTube

<https://www.youtube.com/channel/@hustlenshine>



Diamond Partner Programs



GEM Team

Our Gem Team is comprised of volunteers in multiple cities to support social events, book releases & book signings, festivals, and conferences.



Shine Squad

Our Gem Team is comprised of volunteers in multiple cities to support social events, book releases & book signings, festivals, and conferences.



Sparkle Market (Pop-up Shop for Vendors and Retail Partners)

Our Sparkle Market Retailers vend at Diamond Writer events, partner to promote events, and are highlighted on DW's social media pages, website, and the Hustle & Shine Podcast.

Socialize & Shine

Events & Engagement



GEM Class

GEM Class masterclass series and workshops are expert-led talks, group sessions, and learning modules tailored toward women ages 25-50 who desire to master wholeness, womanhood, and wealth. Our GEM Coaches are passionate and proficient content influencers who will share insider knowledge, inspire growth, and equip you with advanced skills to leverage in your personal and professional life. GEM Class is offered virtually and in person.



Sip & Shine

The Diamonds are all about the Rose' and Shine. This rooftop brunch event features a mimosa bar, sip & and paint wine glasses, and custom bottles of Rose'.





Read Between the Wines

This outdoor summer event is perfect for book lovers and wine connoisseurs. Join TGI & the Diamond Writers for an evening of networking, literature, and libations.



Gems & Gents Annual Sneaker Ball

The Diamonds Writers & T.G.I host their annual gala and charity event supporting upperclassmen who major in literature at select HBCUs.

Rising Icon Awards Gala & Expo

Transparent Gem Inc. in partnership with MVP Management will collaborate to host the Rising Icon Award Show & Gala to celebrate creatives in the independent arts and literary industries.

Diamonds & Pearls Mother's Day Brunch

Celebrating women is what we do best and the greatest of these are mothers. Bringing our daughters and mothers together for a day of elegance, and English tea (and more).



Hustle & Shine Podcast

T.G.I & The Diamond Writers weekly podcast. The Hustle & Shine show helps us to stay connected to our Gems and Gents, offering real, relevant, and raw dialogue along with discussions about current events, trending topics, and motivating exhortation.



Sparkle Shoppe (Online Store)

Outreach & Social Responsibility
Diamond Daughters (girls 5 – 14)
SPARKLE Academy (young ladies 15 – 21)
Refined (Women's Outreach Effort: i.e., shelters, domestic violence advocacy program partners, etc.)



Recurring Social Media Campaigns

SHINE Affirmations
Here's a GEM
What's Her Story?

Subsidiaries & Other TGD Brands



The Diamond Loft Literary Café & Venue (Opening Fall 2024)

Pressure Made Apparel (exclusively on DiamondWriters.com)



Diamond Influencers Program (Orators and Speakers)

Diamond Influencers is a network dedicated to developing and promoting orators and public speakers. It's an opportunity for our Diamonds to share messages that empower, to grow their brand, while impacting and influencing.

Book Babes • **Book Babes**

Book Babes is an exclusive virtual book club and community for book lovers and avid readers! In this haven for bibliophiles, logophiles, and the occasional inspiration seeker, you'll connect with like-minded literary enthusiasts about new releases, dope reads, hot authors, and industry events!



Book Babes have access to:

Book Babes is an exclusive virtual book club and community for book lovers and avid readers! In this haven for bibliophiles, logophiles, and the occasional inspiration seeker, you'll connect with like-minded literary enthusiasts about new releases, dope reads, hot authors, and industry events!

- 💎 A private Book Babes Facebook group
- 💎 Shelf-Awareness Book of the Month
- 💎 Discount Tickets to Exclusive Transparent Gem Inc Literary Events
- 💎 VIP Passes to the TGI Annual Read Between the Wines networking event and GEM Class Workshops
- 💎 Access to Monthly Chapter Convos & TEXTtalks hosted by Group Facilitator



We encourage our Diamonds to join and support multiple TGI brands and subsidiaries. Doing so allows you to champion the community and contribute to its growth and impact.

