

Guidelines for Chapter Presidents

Get Prepared

Your first responsibility as President is to learn as much as possible about the chapter. You should:

- Review the minutes of the past year's meetings.
- Study the Association's and your Chapter's BYLAWS and this Local Chapter Guidelines Handbook.
- Understand your chapter's purpose and objectives.
- Submit an Annual Chapter Recharter Form to Headquarters before March 1 of each year.

Develop the Chapter Meeting Agenda

Plan your agenda to get the most out of your meetings. Along with every notice of a meeting, members should also be sent a detailed agenda of items to be covered and minutes of the previous meeting. Impress upon committee members the importance of reviewing this material and being ready to work when they arrive.

Get Action and Results

A chapter is one that has a strong leader, responsible members, a firm understanding of key problems and issues and an ability to work together toward sound solutions to those problems.

Decision-making is easier when the Chapter's President and other officers continually summarize what has been discussed and move the chapter's members toward decision. Ensure that the chapter:

1. Defines its objectives.
2. Analyzes problems and activities from various viewpoints.
3. Assigns responsibilities.
4. Sets deadlines.
5. Evaluates results.

If committee work is undertaken, assure that committees:

1. Develop a number of alternative solutions.
2. Select the best solution.
3. Prepare a recommended course of action.

Keep Minutes

The results of the chapter's deliberations should be recorded. The minutes can be brief containing a description of the problem, a full account of the proposed action, including pros and cons, the budget and the results of the action.