

Chapter President / Past President Call
Discussion Notes
Monday, February 9, 2015

Invited participants:
Chapter Presidents, Chapter Past Presidents

Please mark your calendar to participate in the next quarterly Presidents call. You will get a Ready Talk invite for the call.

- April 28
 - July 28
- Choose the time that works for you:
- 8:00am Pacific/11:00am Eastern
 - 4:00pm Pacific/7:00pm Eastern

Trisha Poole, NEWH, Inc. President led the conference call.

Starting the year off right

Be sure the new people on your board are aware of their position responsibilities and what is expected of them. You can find detailed job descriptions of each board position on the website in the NEWH Board Resources area (under General Resources and Training folder).

Each board member should have signed the code of ethics and conflict of interest policy. Please turn the signed documents in to Nicole Crawford at the NEWH, Inc. office. If you have questions, Nicole would be happy to answer them. (nicole.crawford@newh.org)

Budgets / Business Plans

Be sure your chapter has done strategic planning for the year. Your chapter budget is due to the NEWH, Inc. office by the end of February as well as your business plan.

You can find a business plan template on the website under the NEWH Board Resources in the General Resources folder.

Don't let the business plan template intimidate you – it's basically a list of your board of directors, your calendar, your chapter goals, and then it's encouraged that each director put a goal or two down for the year that they'd like to accomplish (i.e. the membership director could have a goal of reaching out and get more designer members or culinary members. And then how do you intend to do that? By offering programs that would entice those types of attendees).

It is required that each chapter submits a business plan.

You can see if your chapter has submitted a business plan in the past by looking at the chart in the board packet under the Secretary report.

Budget template – get your chapter budget template from Julie Buntrock in the office – she can drop in your last 2 years of actual numbers. If you have any questions on your budget or numbers, please let Julie know. Have a conversation with Julie if you have any questions – some numbers may show up in a different years (especially for end of year events where deposits or credit cards are processed later in a different month/year).

Ensure your chapter is turning in your Results of Activity reports for your events – these will be very useful when putting your budgets together for the following year.

Running your meetings effectively

Be respectful of everyone's time – be sure to use the Robert's Rules of Order in your meetings to stay on track. Be sure you are following your agenda – and get an email out in advance asking for agenda items. If you have a large board, ask your VPs to get agenda items from the directors they oversee.

Use the parking lot and park anything committee items that come up – stay focused on your agenda topics and time.

Board meeting time - Be sure all board members are ok with your meeting time and location – with new board members it is important to be sure your meeting time/location is convenient for all.

Conference calls can also be an option for some board meetings – or skyping people into your actual board meetings. Figure out what works for your board members.

Setting your calendar early

Review your calendar and set your calendar for the year. Once you have solid dates set, be sure they are listed on your chapter event calendar. If any dates are changed throughout the year, you also have the date updated on the website (all calendar events for the magazine are taken directly from the NEWH website calendar). Please send updates to Diane at diane.federwitz@newh.org

Include dates in your newsletters, make a graphic calendar to hand out at your events, etc. Some chapters are asking and receiving sponsors early in the year for their events. Be sure to be clear to everyone which sponsors have signed up for what event so you can be sure they are highlighted in the event invite, on the website, etc.

Committee Members

Establish Committees – in a perfect world, your committee members will be your board members' successors. Get members involved in committees early in the year.

Don't wait for people to step up voluntarily – be proactive and ASK for their assistance! Divvy up specific tasks for the committee members and ensure those people know that they are responsible for that specific task. Once they have completed task successfully and realize it didn't take too much time, they may be more apt to volunteer again.

Think about breaking your program tasks down by event (i.e. one small committee is responsible for the sundowners, another small committee is tasked with your hotel tour event, another one for your CEU, etc.)

Take advantage of your students for committee members! In exchange for their volunteer time, let them attend your event at no charge. Or, encourage new graduates (associates) to join your board, some chapters are willing to pay to upgrade the person's general membership in order to serve on the board.

Board of Directors Listing

Be sure you look on your chapter page at your board of directors list to be sure everyone is listed (if someone's dues have lapsed, they will not show up on the website). Be sure there are photos for all your board members and bios submitted. You can send pictures or bio updates directly to newh.membership@newh.org.

Any questions? Contact us!

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Or feel free to call the NEWH office if you have any questions. – 800-593-6394.
We look forward to assisting you in any way we can to make your job easier!