

SUCCESS FOR CHAPTER VICE-PRESIDENTS



**Professional Development &
Networking Forum**

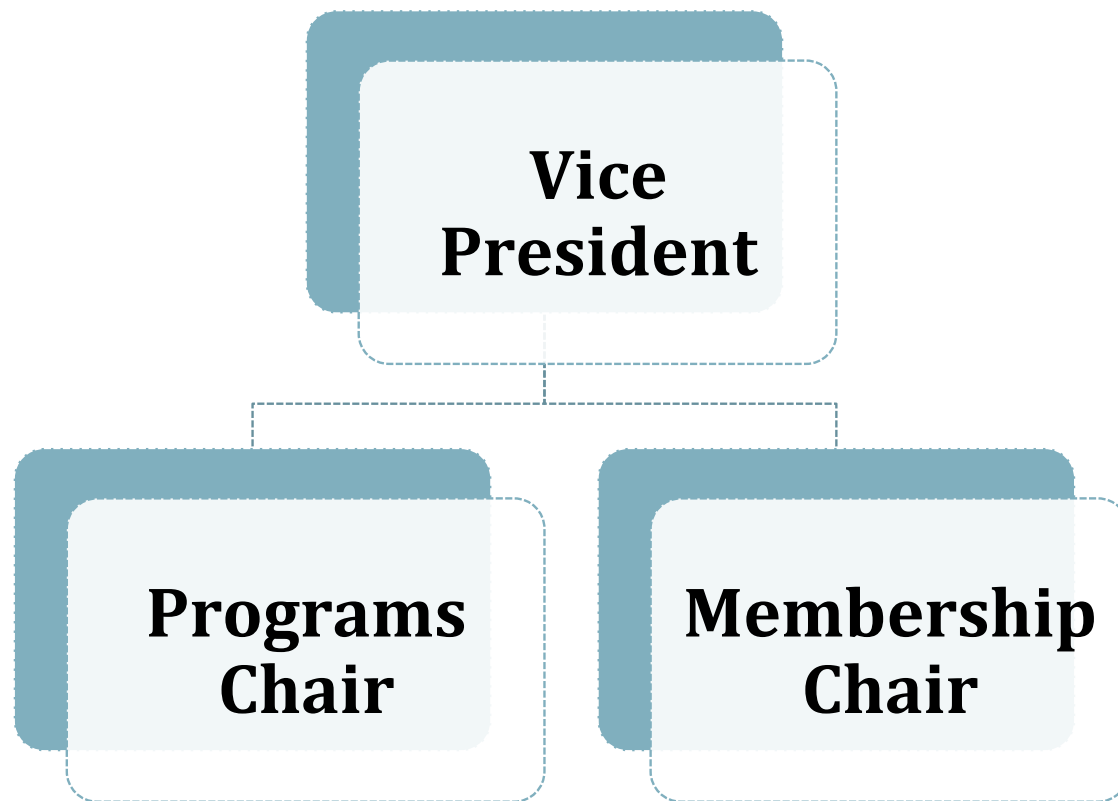


California Division

REMEMBER:



Every Chapter is Different



DUTIES OF THE VICE PRESIDENT



Programs

Membership

Online Reporting

Web Community

Succession Planning

VP PROGRAMS / PROGRAM CHAIR



- *Chapter of Excellence Criteria*
- *Plans Programs, Contacts and Arranges for Speakers*
- *Applies for Recertification Points*
- *Introduces Speaker to Chapter During Meetings*

CHAPTER OF EXCELLENCE RESPONSIBILITIES



- ***Responsible for Chapter of Excellence Criteria #1***
 - ***Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.***

PLANS PROGRAMS, CONTACTS AND ARRANGES FOR SPEAKERS



Survey Data for Topics, Interest

Partner Programs

Programs from Headquarters

Backup Plan

RECERTIFICATION POINTS



Required Form from Headquarters

Required 2-3 weeks prior to meeting

Apply for ALL meetings at one time

INTRODUCES SPEAKER TO CHAPTER



Speaker Bullet Points

Introduce Speaker at Meeting

Thank Speaker

Present with Certificate (gift)

VP MEMBERSHIP / MEMBERSHIP CHAIR



Maintain a Roster of Members

Welcome Guests

Introduce New Members

MAINTAIN ROSTER



Online Reporting – Membership Reports

Download and Customize for Chapter

**Consult Board and/or Bylaws Regarding
Distribution**

Membership Roster for Chapter Only

WELCOME GUESTS



RSVP List

- *Know who is coming*

Greet Guests

- *Greet at door*
- *Help with Registration*
- *Introduce to other Members*

Answer Questions

- *Provide contact info and be available for questions*

INTRODUCE NEW MEMBERS



Introduce New Members

- Pair a Veteran Member with a New Member

Install New Members

- HQ has scripts
- Plan a script around the President's Theme

WEB COMMUNITY



California Division Membership

Southwest District Discussion

Pathways to Excellence

General IAAP Discussion

SUCCESSION PLANNING



Potential to fill key Leadership
Positions

Succession planning increases the availability of experienced and capable members that are prepared to assume leadership roles.



Questions?