



Minnesota Women of Today Chapter President Fast Start

Name: _____ District: _____ Year: _____

ALL VERIFICATION IS TO BE SENT TO YOUR DISTRICT DIRECTOR BY JULY 15

Copies of all information that verifies completion must be included. All items must be DATED. Your district director will verify attendance at district meeting/orientation. LOTS chairperson will verify LOTS attendance.

1. Attend or hold a local officer's training in your chapter. (Provide a brief description of information covered.)
2. Attend LOTS or district orientation. (Two or more officers required to attend.)
3. Hold a training session for local program managers.
4. Describe three membership ideas (from the membership manual or m-events found on the mnwt.org website) as a starting point that you will try this year. (Send to district director.)
5. Establish measurable goals in the following areas and write how you will achieve them.
6. Develop a yearly calendar of events planning for projects in the following areas.
7. Compile a chapter handbook (sometimes called a POA) to be handed out to each member.
8. Work with other chapter officers to develop a chapter budget. (Review Treasurer Manual for helpful hints.)
9. Use a printed agenda at meetings. (Send copy to district director.)
10. Publish a monthly chapter newsletter. (Send copy to district director.)
11. Submit first trimester dues postmarked by July 15; this is the EARLY BIRD DEADLINE.
12. Hold, or have scheduled, an m-event any time first trimester. (Provide the date and an agenda or invitation.)
13. Submit May and June monthly reports to the district director by the due date. (District director will verify.)
14. One or two additional requirements may be added at the discretion of the State President.