

Beyond Success: Using the Success Tool to Support Your Local Chapter

This training is intended to show how using the Success tool in your chapter planning process can be a benefit to your chapter. It is not to give you extra work, tell you more activities to do, or create additional paperwork.

Traits of a Healthy Chapter

In order to exist and provide **Service, Growth & Friendship** opportunities, chapters must...

- Have a mix of service projects, socials & m-events every trimester
- Be active in recruitment & retention (at least 15 members)
- Have engaged members (at least one event every tri)
- Have positive energy
- Have an active, committed board

Chapter leadership can be intentional about each of these traits. Success is a tool that provides a supporting framework for this.

What is Success?

The Success System is a tool for good overall chapter management. Using the Success System encourages chapters to be well-rounded in all areas of Women of Today.

Who can use Success?

All chapters should consider using Success to be intentional about the activities they do across all facets of Women of Today.



Where do we start?

A good starting time is around May 1st when a new Women of Today year begins. As your new chapter board takes over, they can use the Success System to plan out the chapter year. Many chapters develop a Future Glance, Year at a Glance, or Yearly Calendar of Events. During that process, take a look at the Success System form and try to insert various items from the Success Sections into the months of your calendar. For balance, try to include a mix of membership, meetings, chapter management, and programming items for each trimester.

Be intentional when reviewing the Success items. Just because it is listed and gets you points, does not mean it is the right thing for your chapter.

- Will it add value to your membership or community?
- Do you have someone to be responsible for the activity?
- Do you have available funds to support the activity?

	POINTS	REF PAGE #	Verified by
MEMBERSHIP			
A. New Member Adds: 10 pts / NMA.			CSC
B. In-Chapter Extensions: 50 pts each.			CSC
C. Renewals paid by early bird deadline. 25 pts/sub.			CSC
D. Trimester Retention: 75% = 25 pts/sub			CSC
E. Trimester Retention: 100% = 50 pts/sub			CSC
F. Trimester Growth: (trimester base + 1) 50 pts/sub.			CSC
G. Growth for the year: 50 pts. 3RD SUBMISSION ONLY.			
H. File an intent to extend and hold informational mtg. 25 pts to extending chapter			Ext Dir
I. Extensions (10 charter members): 200 pts/ chapter extended. Max=400 pts. Name of extension:			Ext Dir
Total for Membership			

What can you plan for that will impact this area?

- Growth Plan
- Membership/Recruiting events
- Social media posting
- Community marketing
- Internal recruiting incentives
- Include early bird & renewal deadlines on calendar & agenda
- Activities geared to retention
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MEETINGS	POINTS	REF PAGE #	Verified by
A. Representative at District Meetings. 25 pts/sub.			DD
B. Representative at Regional Meetings. 25 pts. 3RD SUBMISSION ONLY			DD
C. Rep. at State Business Meetings. 25 pts/submiss.			CSC
D. Rep. at National Meetings. 25 pts/submission 1ST & 2ND SUBMISSIONS ONLY. Attendee's Name			COB
E. Attendance at State committee mtgs 25 pts/sub. Attendee's Name & Cmte			Comm Chairs
F. Representative at LOTS. 50 pts 1ST SUBMISSION ONLY			CMVP
G. Attend President/State Del. Retreat. 25 pts/member Max=50. 1ST SUBMISSION ONLY			CMVP
Total for Meetings			

What can you plan for that will impact this area?

- Promote meetings
- Include meetings on calendar & agenda
- Orientations/information about what these events are & why to attend
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CHAPTER MANAGEMENT	POINTS	REF PAGE #	Verified by
A. Monthly Board meeting. 10 pts/mtg. Max=40/sub			Agenda
B. Establish quorum at general meeting. 10 pts/mtg. Max= 40 pts/sub			Mtg Min
C. Donation \$35 to State ways and means. 25 pts/sub			Financial VP
D. Monthly written treasurer's report. 10 pts/mtg. Max = 40 pts/sub			Copies
E. Conduct Chapter survey. 25 pts. ONE TIME ONLY			Survey Results
F. Submit a Plan of Action and proposed local budget to District Director. 50 pts. 1ST SUBMISSION ONLY.			DD
G. Hold a membership/social event. 25 pts/event. Max=75 pts/sub			Mtg Min Pics
H. Conduct a local membership orientation (not limited to new members). 25 pts/sub			Mtg Min
I. Hold a by-law study committee meeting and submit to State Parliamentarian. 50 pts. ONE TIME ONLY.			State Parli
J. Publish a Chapter newsletter. 25 pts/sub			Copies
K. Participate in an organized public relations program. 25 pts/sub. Social Media, articles, brochure, etc.			Copy of PR
L. Attend a chapter visitation. 25pts/sub			Mtg Min
M. Hold a Chapter ways & means fundraising project. 25 pts/sub			Mtg Min
N. Submit Success all 3 trimesters. 100 pts. 3RD SUBMISSION ONLY			Success Coord
Total for Chapter Management			

What can you plan for that will impact this area?

- Hold a board meeting
- Include space to document quorum on agenda
- Encourage meeting participation
- Plan for donations on calendar
- Plan for chapter survey; Use survey examples from website
- Design a simple Plan of Action and update annually with changed information
- When planning calendar, schedule a membership/social event & orientation
- Plan for a short "orientation" at one meeting a trimester (same month each tri?)
- Schedule by-law study on initial calendar; add it on to a board meeting
- If you don't have a "newsletter", what could you do?
- Plan for PR each trimester
- Plan for visitation; Is there a chapter you are curious about or a fun event you've wanted to attend?
- Plan for fundraiser
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PROGRAMMING	POINTS	REF PAGE #	Verified by
A. Participate in programming areas. 25 pts/project. 100 pts/submission (See guidelines for info)			
A1. Community Connections			Mtg Min
A2. Women's Wellness			Mtg Min
A3. Youth of Today			Mtg Min
A4. Priority Project			Mtg Min
A5. Living and Learning			Mtg Min
Subtotal for A (1-5)			

What can you plan for that will impact this area?

- Define goals for each programming area
- Look at each activity of the chapter and determine the programming area it belongs to
- Document the programming area in minutes and recap participation after completed in minutes
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B. Participate in USWT Programming Areas			
B1. USWT external program area-Domestic Violence Awareness. 25 pts/ sub.			Mtg Min
B2. STEP I-IV: 10 pts/member.			Copies
B3. Wellness & Personal Development: 10 pts/member.			Copies
C. Participate in MN Programming Areas			
C1. Living and Learning. 10 pts/member.			Copies
C2. Chapter certification in PE course. 50 pts/course. Max=50pts/sub.			Certification Copies
C3. At least two chapter members attend the MNWT Webinar. 25pts/sub.			CSC
C4. Submit Project of the Trimester nomination. 20pts/entry. Max=80 pts/sub. Describe each entry below.			SPMs PVP
C5. Participate in local project with another non-profit organization. 25 pts/sub.			Meeting Min
C6. Make minimum donation of \$35 to MNWT Foundation. 25 pts/sub.			Foundation

What can you plan for that will impact this area?

- Plan for DVA participation
- Have a certification social; Allow for time for certifications at a meeting or other event
- Plan for a PEP course
- Schedule webinar into chapter calendar
- Plan for a time to gather together to complete SUCCESS and nominations
- Write up nominations when project is complete
- Plan for a project with another non-profit; invite someone to partner on a project
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D. Presidential Bonus: 100 pts/sub. See CMVP CIP for details. Describe Below			Copies
E. Bonus Bonanza Points: 100 pts. 1ST SUBMISSION ONLY. (See guidelines for info)			Copies

- Review at a board or chapter meeting and plan which points to plan for
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What is Success Submission?

MNWT offers chapters the opportunity to participate in Success Submission at the end of each trimester. MNWT provides a Success worksheet and Guidelines that provide directions on the criteria needed for submitting Success. A MNWT Success Coordinator oversees this process each year.

How does it work?

Success form and guidelines are available on mnwt.org. MNWT exec council members and committee chairs include reminders in their trimester Chapter Information Packets about Success and bonus points. Chapter presidents or other members track activities that relate to Success and keep copies of minutes and other documentation to be used for their chapter's trimester Success Submission.

Where can we get assistance?

Whether your chapter has submitted Success in previous years or is trying this for the first time, a good place to start is to email Success@mnwt.org. The Success Coordinator monitors this email and will respond. Don't be afraid to ask the Success Coordinator to answer your questions and help you get started.

You could also contact the state Chapter Management Vice President to find a chapter that has a history of participating in Success Submission and ask them to help you out.