



Mining the Gold in Your Chapters

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Chapter Management Vice President (CMVP) Winter State CIP 2016-2017

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Dear Chapter Presidents,

I hope you all had a wonderful holiday season! Mine was great with lots of time with family and friends. Now, I'm ready for spring!

It's hard to believe that this is our last trimester of the 2016-2017 year. We've accomplished a lot, but we definitely have more to accomplish! We had growth +2 first trimester but came just short second trimester! We have lost a couple of chapters this year, but have gained some, with more extensions being worked on. I know we can grow this year if we ALL work on membership!

I've really enjoyed reading your monthly reports. I don't always get it done right away, but I don't file them until I've read them, so keep them coming!

Did you submit your mid-year evaluation? I hope so, but if you didn't, you can still submit a year-end evaluation. Please consider doing this so that your successor can learn from you. Make sure to include pictures of lots of the great things you've been doing as a chapter!

I hope you've been working on finding your successor for next year. Having an enthusiastic president helps your members keep excited and helps bring in new members. Your enthusiasm is contagious! Please encourage your chapters' incoming officers to sign up for LOTS on May 6th. This will be a great way for your chapter board to get a head start on the 2017-2018 year!

Please feel free to call, email, or text me at any time with your concerns or questions. I'm here to help you make your chapter a healthy, successful one!

JoAnn

The Chapter Officer Sheet

This sheet is very important and is needed when updating the chapter board positions. This is a useful and helpful tool for MNWT to identify who is on your board and who to contact regarding the specific board positions. This form is found on the MNWT website: www.mnwt.org/pdfs/otherPDFs/bof/officer/form_chapter_officer_sheet.pdf or you can enter all this information via online form so it automatically goes to the Chapter Service Center—it saves you a stamp!

Be sure to fill this out online or email it or send it in!! <http://mnwt.org/bof/index.php>

Transition Time...Are you ready?

The year is winding down and you need to start thinking about the very important role you will be playing next year as your chapter's past president and/or parliamentarian. You have learned and developed new skills, possibly implemented new ideas and been a leader among your peers.

In the coming year, your guidance and support will be crucial. Listed below are some guidelines to consider while making the transition from current to past chapter president. Always be ready to offer insight and encouragement, but also know when to step back and allow your new president and board members to develop new skills.

- Leave good records. You may want to share information from past CIPs, especially those regarding Success and Membership.
- Schedule a board training with the outgoing and incoming board members. Outgoing officers could bring their records and go over them with incoming officers.
- Encourage all new officers to attend LOTS.
- Teamwork is what makes a chapter successful – emphasize this concept to the new president.
- Keep communication lines open with the officers, especially the new president. Be supportive when new ideas are introduced. Give them room as they apply their leadership skills. Allow the chapter to grow and change with new ideas presented by the leadership team.
- The leadership and management skills you've learned as past board members can be put to good use in many areas of the Minnesota Women of Today. Please consider sharing your talents with others across your district or across the state by serving the organization in another capacity. The possibilities are endless; ask your District Director or any staff member for more information.

Now that you are preparing for your role as a past president, you need to also start thinking about filling those board positions. Below are some ideas you can use to assist your chapter in the process of filling board positions.

- 1. Make sure everyone knows what a position entails.** If your chapter does not have a standard job description for each board position, write one up. Have each board member list the duties required. Review it as a board to make sure what they are doing is appropriate for their position. Publish the officer descriptions.
- 2. Select a nominating committee.** Typically, it will be a past president and a couple of members. Each member needs to be contacted about being a board member. They also should take nominations from the floor to ensure no one is missed that would like to try for a position.
- 3. It is a benefit to have in mind what specific talents each member has and be able to relate him/her to a specific position.** When you call or speak to them regarding an office, you will be ready to remind them why they would be a perfect candidate for a position. If a specific position doesn't interest them, then ask, "What position would you consider?" You may find officers that you did not expect by asking them that question.
- 4. Training.** It is very important that members know that there is training available to them through LOTS (being held May 6th in Rice) and district training. If funds are available, the chapter could pay registration for the new officers.
- 5. Find a way to involve all aspects of our organization in your chapters.** Make sure each member has an opportunity to give something (Service), learn something (Growth), and have fun (Fellowship). Utilize community speakers and resources; ask a state program manager or a staff member to do orientations.

How to Prepare for a Board Position in the New Year

- ❑ Plan on attending LOTS on May 6th in Rice. This important day of training will start you off on the right foot your new year.
- ❑ Read your chapter Bylaws and Policies. They should spell out the requirements for the various positions.
- ❑ There are manuals issued by our organization for most positions. Make sure you have the current one and read it often. If you can't find one for your position, they are available at the State Store for a nominal charge.
- ❑ Don't be afraid to try something new.
- ❑ Be sure to attend the outgoing/incoming board meeting/training session.
- ❑ Set goals for the year that are measurable and realistic. Goals should challenge but not defeat you. Examples of measurable goals are:
 - ✓ Sign 2 new members each trimester.
 - ✓ Orientate all new members within 60 days of joining.
 - ✓ Raise \$500 for the Priority Project area (or your local Relay for Life, True Friends, a local Youth of Today project, etc).
 - ✓ Have 75% of the chapter certify in Living and Learning.
- ❑ Attend any training offered by your district.
- ❑ Make your position fun!! Choose a theme, offer inexpensive incentives, and plan a unique way to present your officer reports.

Some words of wisdom you can relate to and may want to pass along to your successor. These "key" terms are what make a chapter successful. If some of these "key" terms are missing in your chapter, try to incorporate them.

REALIZE that each member has strengths, which need to be appreciated and developed and weaknesses that need to be accepted with understanding and given encouragement to grow.

IDENTIFY potential chapter problems quickly and develop solutions. Ask for assistance from your District Director or any staff member.

VALUE FUN and make a commitment to plan for special times of laughter and craziness at your meetings and events.

REFUSE TO TOLERATE negative comments or gossip. Ask individuals to focus on the positive efforts of others within the chapter.

RESPECT each member individually, but do not allow any one member to continuously control the chapter. Decisions should be made as a group, not by one or two individuals.

BE PROFESSIONAL. Overlook personal differences and focus on our purpose, accepting responsibility to follow through on tasks we have agreed to do, and allowing room for error without personal criticism.

SUPPORT and encourage each other with personal notes, good and welfare during meetings and awards. A person never gets tired of positive reinforcement!

Extension Incentives!!

Complete an extension by February 28th and the new chapter receives \$200!!!!

Complete an extension by April 1st and the new chapter receives \$100!!

Presidential SUCCESS Bonus Points

Purchases of \$200 for state ways and means in any combination of state store, third trimester promotional, and Nice Spice convention fundraisers {50 points}

and/or
Participate in USWT President Barb's Blizzard Challenge {50 points}

and/or
Submit a nomination for one of the Community Connections Awards {50 points}

and/or
Show Chapter Growth for third trimester {50 pts}

OR

Attain 80% member retention and growth +2 for third trimester {100 points}

Maximum of 100 bonus points



Chapter Elections, then LOTS: It's a natural progression

Election time is here. Prepare your new chapter board for the new year by attending LOTS!! Yes, that's right; it's that time of year again. LOTS training will be held on May 6th in Rice! (See the attached registration form.)

What????? Never been to LOTS before? That's okay – here's a little about what to expect . . .

TRAINING is the name of the game! Everything you ever wanted to know about your officer position. LOTS stands for Local Officer Training Session. All chapter officers will be offered training specific to their position. Each member will also attend a Board Training session that will help your chapter board to be thinking about teamwork and how to make the best of board meetings.

Ask questions. Training sessions are relatively small and will allow time to ask questions of the trainers. Each trainer is well qualified to train in the areas they represent. Bring your questions and have them answered.

What to bring? Training materials will be provided for you. If you have an officer manual, please bring it along with you. You should also bring a pen/pencil and a notebook/paper so you can jot down a few notes.

What if a chapter officer can't attend LOTS? While being physically present at the training is the best way to receive all of the benefits of training, there may be times when chapter officers may not be able to attend the day of the event. Training materials are available for purchase at \$9 each, with an additional cost of \$2 for mailing. Please register for materials ahead of time so we can adequately plan for the correct amount of copies.

We've misplaced the officer manuals for the president and treasurer. What can we do? You're in luck! A mini state store will be at LOTS, so you can buy your manuals the day of the event. You may want to inform State Store Manager Jane Holmberg that you will need a specific manual so we can ensure that enough copies are available for everyone who needs one. The mini state store will also be making a stop at each Area meeting so you can purchase officer manuals there.

MEMBERSHIP CHALLENGES

Let's celebrate President Jane's January 23rd birthday by signing 28 members in February – a whole month of membership.

And let's have a little friendly challenge between the Areas – whichever Area signs the most members in the month of February will get a surprise from President Jane at their Area meeting. AND if we sign 28 members or more, the surprise will be memorable!

AND

CHALLENGE: 80% retention for Third Trimester Plus Growth
RESULT: Participate in a lumberjack competition against President Jane and the membership team at Annual Convention in Bemedji.

LOTS Check-Off List

- Encourage all new chapter officers to attend LOTS.
- Register for LOTS. You may do so by mailing in the registration form attached to this CIP. The form will also be available in the February Chapter Mailing and on the website (www.mnwt.org).
- Make hotel reservations and/or arrange carpooling for your chapter members. (Check to see if others in your district will be attending. They may be willing to ride along with you or you with them.)
- Find your chapter officer manual, a pencil or pen, and some paper to bring along on the day of LOTS.
- Traveling to LOTS training can be a wonderful team building opportunity. Get to know each other better. Plan a meal together or an early breakfast. Talk about your chapter calendar.
- Bring an open mind, lots of questions, and be prepared to absorb everything you can.
- Have fun!! This is a training, but should be an enjoyable day!!! See you there!

ATTENTION!!! Membership Rebates!!

One lucky chapter will receive a \$100 membership rebate and all you need to do is have 80% retention and show growth to be eligible. Every chapter completing this challenge will receive a state store gift certificate and one lucky chapter name will be drawn to receive the \$100.