

Chapter Secretary

2009-2010



QUESTIONS?

AMBUCS Resource Center

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2 Chapter Secretary

Contents

CHAPTER SECRETARY

- Job description 4

Chapter Records 5

- Taking of minutes
- Attendance
- Secretary record system

Membership Reporting 6

- Membership procedures
- Membership Application Form 126
- Membership Deletion Form 130
- Official confirmation reports
- Chapter rosters
- Assimilating new members
- Friends
- Quarterly billings

Communications 11

- Reports
- National Communications
- Official visitations
- Conference and District meetings

Special Chapter Projects 13

- New Club Building
- Living Endowment
- AMBUCS™ Scholars
- AmTryke®
- Demo Sites
- Newsletter
- Big Hat Club
- Awards
- Hosting Fall Conferences

Leadership Development 16

- Nominating and electing officers and board
- Nominating Committee
- Chapter self evaluation program
- Selecting nominees
- Secure willing agreement

- Commitment to attend training
- Commitment to attend national conference

Supplies 18

- Chapter equipment
- Annual installation supplies

Model Agenda for Chapter Meetings 19

New Member Check Sheet 20

Induction Ceremony 21

Chapter Board Meeting Agenda 22

Official Minutes of Chapter Board Meeting Form 1811 23

Official Minutes of Chapter Meeting Form 1812 25

Report of Committee Chairmen Form 1144 27

Committee Preference Sheet Form 1145 28

Committee Preference Recap Sheet Form 1146 29

Quarterly Attendance Form 1805 30

Guest Register Form 1808 31

Total Chapter Membership by Quarter Form 1815A 32

Total Chapter Membership by Year Form 1815 33

Leadership Directory 34

Committee Chairmen Directory 35

The Chapter Secretary

The chapter secretary is the administrative officer of the chapter. His or her responsibilities are of vital importance to the chapter's successful operation. In preparation for your year as chapter secretary, read your chapter's bylaws carefully. The bylaws and optional chapter policy are broad workable documents which set forth the rules and regulations under which your chapter operates. It outlines the limits of chapter operation. You and your chapter president will be well advised to know these limits, for it promotes the democratic process within the chapter. You should have a copy in your chapter's files. If not, request a copy from the permanent files of the AMBUCS™ Resource Center.

A condensed Robert's Rules of Order the *ABC's of Parliamentary Procedure* can be ordered from the AMBUCS™ Resource Center. Know the rules and follow them. Parliamentary procedure is a part of the democratic process. Following it promotes good feeling in the chapter.

Job description

The secretary is responsible for keeping the machinery of the chapter running smoothly. The secretary:

1. Has thorough knowledge of the chapter's bylaws and optional chapter policies.
2. Has thorough knowledge of practices of the chapter.
3. Works closely with the president. Assists and takes care of details.
4. Attends all chapter and board meetings. Records minutes when needed.

5. Helps the president monitor committee operations.
6. Keeps members advised of what is going on in the chapter, and of district and national events.
7. Checks to see that the meeting room is set up properly.
8. Is watchful of how guests are treated and introduced.
9. Keeps the following chapter records up to date:
 - a. Membership
 - b. Minutes of board meeting
 - c. Committee reports
10. If the chapter officers decide not to appoint an Awards Committee Chairperson, the responsibility reverts to the secretary. Know the awards rules and be sure entries are mailed as requested.

Chapter Records

Permanent archives. The secretary has custody of all chapter records, such as your chapter's Articles of Incorporation, Chapter By-Laws and Policy Guidelines, minutes of board meetings, and committee reports. The records are the permanent archives of the chapter. It is your responsibility as secretary to ensure records are kept accurate and up to date. The forms found at the end of the guidelines as well as in the Forms Section provide you with the necessary tools.

Committee reports. Utilize the Report of Committee Chairman Forms #1144 (pg 27). See that each committee chairperson has a form prior to every board meeting. Collect and file the completed reports as they are presented at the meetings.

Taking of minutes

Chapter meeting minutes. Keeping minutes of weekly chapter meetings is not done unless it is a business meeting. Report proceedings of a business meeting as you would a board meeting. (See pg 25)

Board meeting agenda. As secretary to the board and chapter, follow the model agenda pg 22. Call the roll and record absentees. Strive for a businesslike approach.

Brevity. In keeping the minutes of board meetings, strive for brevity. Use Form 1811 pg 23. Avoid reflecting the personalities involved—state facts only. Actually, the only recording which is absolutely necessary is the verbatim motion and whether motion passed or failed (see Robert's Rules of Order or order concise parliamentary procedure guide from AMBUCS™ Resource Center).

Extraneous comment preceding the motion, or after motion is made and before the question is called for, is better left out of the minutes. Summaries of the comments may be made but care must be shown to keep it accurate.

Verbatim motions. Avoid this pitfall. A member talks for five minutes; another says, "I so move." Another seconds and the chairperson calls for the vote.

Stop discussion and request a clear-cut statement of the motion. Get it down in writing then. Don't assume you will remember. Force sound business procedure on the board. Misunderstandings, wasted time, and sometimes tempers are avoided.

Pick up committee reports. Be sure copies of committee reports are given to you and that each is accepted by formal motion. Such reports and plans become policy of the chapter. Indicate in the minutes the approval of a report and that it is filed with the official minutes.

Pass facts to newsletter editor. Following a meeting, be sure the newsletter editor gets a copy of the motions to report to the chapter.

6 Chapter Secretary

Attendance

It is your responsibility to take attendance at all chapter and board meetings. Use Form 1805 pg 30. You should work closely with the Fun Committee Chairperson to identify those members whose attendance is poor. Give these names to the Fun /Attendance Committee, who will follow up and encourage those members.

Your chapter may also establish an on-going attendance recognition program to reward perfect attendance. You can recognize perfect attendees with certificates available from the AMBUCS™ Resource Center.

Secretary record system

To simplify and organize your duties as secretary it is recommended that you create your own Secretary Record System. By organizing the following items in a binder you can be certain that you always have the necessary information with you. You should include:

Monthly Planner

Attendance records

Quarterl Attendance Form #1805

Leadership Directory records

Chapter Leadership Directory & Chapter Committee
Chairmen Directory

Guest register

Guest Register Form #1808

Minutes

Official Minutes of Chapter Meeting Form #1811

Official Minutes of Board Meeting Form #1812

Membership

Total Chapter Membership by Quarter Form #1815A

Total Chapter Membership by Year Form #1815

New Member Invoice and Confirmation

Drop Member Confirmation

Quarterly Blue Chip Reports

Committee

Report of Committee Chairmen #1144

Committee Preference Sheet #1145

Committee Preference Recap Sheet #1146

Forms

Membership Application Form #126

Report of Chairperson Appointments #127

Report of Chapter Officers Form #128

Report of Officer Change Form #129

Membership Deletion Form #130

Member Change of Information Form #131

Supply Order Form #1142

Membership Reporting

It is your responsibility to maintain the chapter membership records. You should advise:

1. The chapter president of new members.
2. The Fun/Attendance Committee of new members.
3. The newsletter editor so that new members receive the chapter newsletter.
4. The Chapter Treasurer so that billing remains accurate.
5. The AMBUCS™ Resource Center so that members receive welcome letter with membership ID card, the AMBUCS™ magazine, and chapter quarterly dues billing remains accurate.

Membership procedures

All changes in your chapter's membership (additions, deletions, etcetera) must be approved at a board meeting. Following this meeting, make the necessary changes in the chapter records as soon as possible. Forward a copy of Membership Application Form #126 and Membership Deletion Form #130 (sample forms provided in the Forms section) to the AMBUCS Resource Center or submit via WEB site www.ambucs.org. File a secretary's copy in your Secretary Record System. Forward copies to the specified officers. Immediately record the new member information on the New Member Check Sheet. (pg 20) .

Official membership records. A roster of your chapter's members is carefully maintained at the AMBUCS™ Resource Center, but it is only as accurate as the information supplied. Official AMBUCS™

Resource Center membership records are the basis for:

1. The quarterly Blue Chip (Membership) Report available on line at www.ambucs.org.
2. Quarterly dues invoice sent to the Chapter Treasurer based on Blue Chip numbers.
3. The *AMBUCS™ Magazine* mailing list.
4. The annual Living Endowment Goal of \$40 per member. It is based on the official February 28th Blue Chip report.
5. Big Hat sponsor credit.
6. Membership contest credit.

Reporting period. The reporting period for adding and dropping members is based on a quarterly system. The four quarters are:

1st Quarter: June, July, and August

2nd Quarter: September, October, and November

3rd Quarter: December, January, and February

4th Quarter: March, April, and May

Membership closing. Membership closes on the 10th of the month following the last day of the quarter: September 10th, December 10th, March 10th, and June 10th.

Any membership changes (adds or drops) should arrive at the AMBUCS™ Resource Center by the 10th. **Information received late can not be entered or made retro-active.**

AMBUCS™ Resource Center sends each chapter secretary a current membership roster just before the end of each quarter. These should be checked against chapter records and the Resource Center should be advised of corrections prior to the close of membership.

8 Chapter Secretary

Late reporting. Additions and deletion forms received after the closing date will be attributed to the following quarter and **cannot be made retroactive.** This policy, set by the National Board of Directors, has a direct effect on a chapter in two areas:

1. Late deletion reports will cause the chapter to pay an additional quarter's dues on a dropped member.
2. Late additions can cause the chapter to lose awards for Blue Chip, Branding Time, and Spring Round Up.

Membership Application Form 126

The Membership Application Form 126 is available in two formats: 1) a printable version to mail or fax as well as 2) online form found on AMBUCS web site to submit electronically. It is important that the information on Membership Application Form #126 is accurate, complete, and legible as it is used to establish a member's permanent record. It is advised that you allow the member to complete the top half of the printable form application. It's less work for you and ensures accuracy. This will allow you to complete the rest of the form and either mail or fax it, or submit the information on line.

Types of activity. Each member is one of the following types of activity; mark the appropriate box:

- New Member
- Reinstated Member
- Transferring

New Member. A new member is someone who has never been a member of AMBUCS™.

Reinstated Member. A reinstatement is defined as a former member of AMBUCS™ who has been readmitted to a chapter. A member thus reinstated is entitled to readmission upon payment of an reinstatement member fee. The reinstated member assumes his or her original ID number. Big Hat credit is allowed for the sponsoring member.

Transfer. A transfer is a member, in good standing, who transfers membership to another chapter within sixty (60) days of dropping from the original chapter. No new/reinstated fees are charged and no Big Hat credit is given.

If more than sixty days elapse between the time the member drops from the original chapter and joins another, he or she is treated as a reinstated member instead. Reinstatement member fees are charged and Big Hat credit is given.

Transferring members must be dropped from the original chapter. Complete the "transfer from chapter" portion of the membership application and communicate with the original chapter's secretary to ensure a smooth transfer.

Dual Membership. Dual membership in a second chapter has no sponsor and does not receive big hat credit. If a dual member is also a Life member, the member is only listed as a Life member for one chapter. AMBUCS™ Resource Center keeps the Life member designation with the member's original chapter, unless the member advises otherwise.

If dual members are involved in chartering a new chapter, only ten percent of the new charter chapter members may hold dual membership at charter date.

Type of membership. These definitions are of use only to the chapter. The AMBUCS™ Resource Center does not track types of membership other than Active, Associate and Life Membership. Look up these definitions of membership in your chapter’s policy guidelines.

- Active
- Associate
- Honorary
- Emeritus
- Military
- Life
- Seniors

Life member. When a member has completed the payment for Life Membership, the member moves to the Life Member status and national dues will no longer be billed; beginning with the next quarter. The chapter will no longer be billed for the member’s national dues (This is not true of district dues. The chapter is billed for the total active members by the district secretary–treasurer.)

Chapter presidents will receive a Life Member plaque and Life member pin for presentation to the member.

Sponsor’s ID number. The sponsor’s ID number is the ID number of the member who sponsored the new or reinstated member.

Member ID number. Member ID numbers are assigned by the AMBUCS™ Resource Center. The new member’s ID number will appear in the secretary’s New Member Confirmation and Invoice, chapter rosters generated by the AMBUCS™ Resource Center, and the member’s membership ID card. Reinstated members resume their original ID number.

Sponsor’s chapter. The sponsor’s chapter section needs to be completed only if the sponsor belongs to a chapter other than yours.

Membership Effective Date. The date the membership activity is completed. Forms received after closing dates cannot be made retroactive.

- First quarter: June 1 - September 10th
- Second quarter: September 1 - December 10th
(Branding Time Credit is October 1 - December 10th),
- Third quarter: December 1 - March 10th,
- Fourth quarter: March 1 - June 10th (Spring Round Up
Credit is March 1 - April 30th).

Membership Deletions Form 130

Review Membership Deletions Form 130 (Forms Section). Deletions occur because of:

- Resignation
- Transfer
- Death
- Suspension (owes back dues)

If the deletion is because of resignation, death, or suspension, check the appropriate one. If the deletion is because of a member transferring to another chapter, enter the chapter’s name in the Transfer To section. If the chapter is not known, place an X in that section. If the member resigned because of moving to another community, please provide a forwarding address (if known) in the Moved to block. The AMBUCS™ Resource Center will check for an AMBUCS™ chapter in the new community and notify that chapter.

Dropped officers. If the deletion is an officer in your chapter, please note this on the form so that information and materials can be redirected to his or her replacement. Submit Form #129 Report of Officer Change.

Official Confirmation Reports

Every week, AMBUCS™ Resource Center processes batches of membership activity.

When your chapter reports additions, and deletions the secretary and treasurer are both mailed official confirmation reports of these membership changes. The new member confirmation is the invoice for the \$25.00 new member fee.

After you report new members, the president will be mailed member pins and packets for presentation at your next meeting. Big Hat stars will also be included in this mailing for sponsors.

Membership activity batches for the beginning of the quarter will be delayed until after the previous quarterly Blue Chip Report is published. That means the membership activity in June, September, December, and March will not be processed until the end of that month. This delay is due to computer software limitations.

Chapter Roster

Quarterly, the AMBUCS™ Resource Center sends a computer generated roster of the chapter membership to the chapter secretary. The roster details membership records, name, address, and contact information of members. The purpose of this roster is to allow a periodic reconciliation of chapter membership records with the official AMBUCS™ Resource Center records. The secretary should make necessary corrections or additions to the roster and return it to the AMBUCS™ Resource Center to be updated.

Secretaries will automatically receive a roster in August, November, February, and May. Rosters may be obtained at any other time upon request.

Assimilating New Members

Accepting a new member's application is merely the first step in making a real Ambuc of that member. The Secretary works with the chapter president and other committee chairmen in the formal steps of:

1. Getting the new member inducted.
2. Acquainting him or her with the other members and the chapter.
3. The formal orientation (see Chapter Committee Guidelines).

Induction. The Secretary should write a letter of congratulations to the new member as soon as the application has been approved. At the induction ceremony the secretary should have the following items ready for the chapter president to give the new member:

1. Meeting name badge.
2. Directory of chapter officers and committee chairmen.
3. Chapter literature and special policies (keep a supply on hand).
4. Member Packet and Member Pin (keep a supply on hand).

When a member's Application Form #126 is received by the AMBUCS™ Resource Center, the member receives a personalized membership ID card and welcome letter.

Friends

This membership category is designed to provide a membership type for people who, can not be an active members of a chapter. It is being marketed to therapy professionals, past AMBUCS™ who have moved to non-chapter areas, and friends, families, and business acquaintances of active members.

It may help you to understand this category to think of Friends as donors. The minimum annual contribution is \$25.00 for Friends membership, and your chapter may sponsor Friends memberships at that price or higher.

It is **not** designed to be a replacement for active or associate members to your chapter. It is intended to be a means for involving people in your chapter who can't be active members. Chapters have used this as a transition tool, by involving Friends and moving them to real active member status. Friends can be invited to help with fundraisers or community service projects.

Types of Friends membership. There are three types of Friends membership (dues) billing classes. Each billing class is an annual membership (dues) of \$25.00. They are:

1. *Friends Individuals* – membership contribution (dues) paid directly to National AMBUCS™ by the Friend member. These members are independent and may or may not be affiliated to a chapter. The annual renewal dues invoice is sent directly to the Friend.
2. *Friends of Chapters* - membership contribution (dues) paid directly to National AMBUCS™ by the chapter. These members are directly connected to the chapter. They may be a gift form of membership by the chapter for PR purposes, etc. They may be a working part of your membership, based on your chapter policies. The annual renewal dues invoice is sent directly to the chapter.
3. *Friends by Sponsor* - membership contribution (dues) paid directly to National AMBUCS™ by the sponsor of the Friend member. These members are mostly gift memberships paid by AMBUCS™ members. The annual

renewal dues invoice is sent to the sponsor.

Friends policies. Your chapter should have clear policies about what Friends are entitled to participate in, and what costs are involved for Friends members to your chapter. The direct billing to Chapter Treasurers for Friends of Chapters is so you can set your own cost of Friends memberships and generate local revenue to cover additional costs like newsletters, communications, etc. Your chapter should set your own member contribution level for Friends of Chapters.

Friends Dues and Renewals. Friends members are processed when their first \$25.00 annual membership (dues) contribution is received by AMBUCS™ Resource Center. Payment must be received before membership is recognized. Of course, your chapter receives scorecard credit for Friends affiliated with your chapter or sponsored by your members.

Friends members are then billed \$25.00 annually for a renewal. The billing is directed to the various parties based on the Friend member type. Therefore it's imperative that AMBUCS™ Resource Center have the correct status for each Friend member. For example, the Friends member's renewals are mailed according to the following schedule:

Friends Individuals – membership renewal \$25.00 (dues) billed directly to the Friend member .

Friends of Chapters - membership renewal \$25.00 (dues) billed directly to the chapter.

Friends by Sponsor - membership renewal \$25.00 (dues) billed directly to the sponsor of the Friend member.

Friends application form. Use the special Friends application form. **Do not use Form 126.** It must include the \$25.00 minimum an-

nual contribution. Be sure to indicate renewal billing to information.

Friends members do not count in Blue Chip, Branding Time, Spring Round-up, Big Hat credit, or toward the 100% Living Endowment Giving.

Quarterly billings

Quarterly membership billing statements and quarterly dues invoices are mailed to the Chapter Treasurer about the 15th of the month following the close of the quarter. Chapters are billed in advance for each quarter. \$16.50 for all active members of record (Blue Chip). The quarterly Chapter Liability Insurance assessment is also included. **AMBUCS™ Resource Center records are considered official and billing is based on those records, as shown on the quarterly Blue Chip Report.**

Records of honorary members are maintained in the AMBUCS™ Resource Center but are not included on the quarterly statement. If the chapter wants honorary members to receive the AMBUCS™ magazine, it should advise the AMBUCS™ Resource Center. The chapter will be billed \$12 per year for each subscription.

Communications

Channel Information. The secretary should be alert to pass information on to the proper officers or committee chairmen in the chapter. Help everyone stay informed.

Pass facts to newsletter editor. Often the information from the AMBUCS™ Resource Center are announcements which are of interest to the entire chapter, such as newly chartered chapters, membership activity, Living Endowment figures, etcetera. Share this information with the newsletter editor. This is the easiest way to inform the membership. Announce important items at chapter meetings.

Correspondence. The secretary is responsible for carrying on all correspondence of the chapter with other chapters, the district governor, and the AMBUCS™ Resource Center, and for answering and filing all other correspondence and requests. Most correspondence from the AMBUCS™ Resource Center and the district governor is addressed to the chapter president or secretary. It is the secretary's duty to read all such correspondence at board meetings.

Reports

Frequently AMBUCS™ Resource Center compiles reports based on member and chapter activities. They are as follows:

The Blue Chip Report. A quarterly membership report with official membership totals for every chapter is posted on the AMBUCS™ Web site.

Scorecard Recap. A quarterly report based on your chapter scorecard activity. It is posted on the AMBUCS™ Web site.

Living Endowment Giving (LEG). Published annually, the LEG reports chapter giving to the Living Endowment Fund. It is posted on the AMBUCS™ Web site.

AMBUCS™ Annual Report. Published annually, the report reviews association-wide activities, national conference, and financial information. It is posted on the AMBUCS™ Web site.

National Communications

AMBUCS™ Resource Center publishes monthly *The Leader* (available on AMBUCS™ Web site) and quarterly AMBUCS™ Magazine. As a chapter officer, it is your responsibility to pass on important information found in these publications to chapter members and be included in your chapter newsletter.

Likewise, your District Governor should distribute a quarterly district newsletter to chapter officers. It is important that you also pass along this information to chapter members and be included in your chapter newsletter.

The AMBUCS™ Web site is another great source of information. Here you can find the chapter officer directory, conference information, program updates and much, much more.

More information on national publications and the AMBUCS™ Web site is found in the Communications Section.

Official Visitations

The governor is expected to make an official visit to your chapter during the month of August. Chapter officers should give full cooperation. This is the secretary's chance to seek help with chapter operations, chapter needs, or ask questions.

Conferences and District Meetings.

The secretary should assist in securing adequate representation of the chapter at regional and national conferences. The secretary should attend the Spring Conference, and both the regional and national conferences.

Special Chapter Projects

New Club Building . Chapter presidents are the key to growth of AMBUCS™. If you want to see a new chapter built in a neighboring community by your chapter, it will be done. If AMBUCS™ is to grow, New Club Building has to have top priority in your thinking.

The rewards for you and the chapter are manifold:

1. You will know that more people with disabilities will ultimately be helped.
2. Pride of members in AMBUCS™ will be increased because all want to belong to a larger national organization.
3. Your chapter will grow and be strengthened because it builds a new chapter.
4. Your chapter may win the Superior With Distinction Award if it charters a new chapter (See Chapter, District, National Awards Guidelines www.ambucs.org or the Awards Guidelines Section).

Decide now that your chapter will sponsor a new chapter. Recruit a chairperson and help find four to six committee members using the following factors as a guide in the committee selection:

1. Familiarity with AMBUCS™
2. Previous experience in New Club Building
3. Wants to see AMBUCS™ grow
4. Has been a “member–getter” in your chapter
5. Is he or she a past officer?
6. Is he or she a salesperson?

The members selected should be good friends, compatible with each other, people who enjoy working together. It is important that team spirit be engendered on the project. The chairperson should definitely be a leader who has good organizational skills.

Once the committee is selected, contact the AMBUCS™ Resource Center. They will guide you through selecting the type of new chapter (Chapter or Friends Chapter) and provide you with the necessary tools. The New Club Building Manuals are found in Resources/New Club Building Section or on AMBUCS web site www.ambucs.org.

Once you submit a New Club Building Permit the AMBUCS™ Resource Center will forward a New Club Building Kit to your New Club Building Chairperson and alert the interested officers in your region. New club building has historically been more effective in the fall of the year.

Start the ball rolling for a new chapter in August so the committee will be underway in the new community by September 15th.

Living Endowment Giving. Annually on or about the 15th of March, your chapter will be advised of its Living Endowment Goal based on your membership as of the February 28th Blue Chip Report. Each chapter's total Living Endowment Giving is based on the members' individual giving to the fund as well as chapter giving. Your contributions can be designated to one of the three national programs: AMBUCS™ SCHOLARS-SCHOLARSHIPS FOR THERAPISTS, AMBILITY™ Program or the Cornerstone Fund. Chapters receive scorecard points for 100% Living Endowment Giving. More information is available in the Resources/LEF section.

AMBUCS™ Scholars- Scholarships for Therapists- Chapters who have reached 100% Living Endowment Giving can participate in the program by sponsoring local student applicants. Chapter sponsored

applicants are automatically made semi-finalists for consideration of the National Scholarship Committee. Chapters can receive up to 10 points on their 4th quarter scorecard for sponsoring students. More information about this national project is available in the Programs/ Scholars Section.

AmTryke® therapeutic tricycle Project. An increasingly popular activity among chapters is the AmTryke® therapeutic Project. Funding trykes for children with disabilities is a perfect way to exercise the AMBUCS™ motto. Chapters who take part in the project have found it to be a great vehicle to gain community support and publicity. Participating chapters also receive points on all four quarter scorecards. More information is available in the Programs/AmTryke® Section.

AmTryke® therapeutic tricycle DemoSite Project- A great way for chapters to locate children for the tryke project is to establish a AmTryke® therapeutic tricycle Demonstration Site. To make a facility a DemoSite, the chapter agrees to equip the site with trykes and accessories as well as providing trykes to riders who are evaluated by a therapist at the facility. Points are awarded on the scorecard to chapters who establish new sites. More information is available in the Programs/AmTryke® Section. Demo Site Phase IV guide is available on the web site www.ambucs.org.

Chapter Newsletter. Having a chapter newsletter is a must in each chapter. Be sure it is published and mailed, faxed or emailed before each meeting. Communication is important in every chapter, and this is the best open line.

Chapter newsletters should be sent to other chapters in the district, as well as to your District Governor, region and national officers as well as the AMBUCS™ Resource Cen-

ter. Be sure to bring the mailing list up to date according to the AMBUCS™ on line directory. More information is available in the Communications Section-Newsletter Editors Kit.

The Big Hat Club. The Big Hat Club is a “prestigious” club within the chapter for those members who have recruited three or more new members during any twelve-month period. The five main purposes of the Big Hat Club are fun, membership recruitment, fellowship, encouraging members to become Big Hatters, promote national programs and fun! These are the producers in your chapter. Encourage their involvement in all of your chapter activities.

Get your Big Hat Club going by having them host special entertainment “for Big Hatters only.” By keeping it exclusive it will peak the interest of other members and help encourage membership recruitment for new Big Hatters. More information is available in the Big Hat Section and Committees/Big Hat Section.

Awards. This one person committee, often the Past President who is most aware of the chapter’s achievements during the past year, submits the achievement award entries from the past chapter year to your District Governor at the July district board meeting. It is also this chairman’s responsibility to inform the President and other Chairmen what needs to be done to compete for these individual and chapter awards for the new chapter year. The awards guidelines are available in the Awards Section.

Hosting Fall Conferences. One of the truly fine privileges a chapter has is hosting a Regional Fall Conference. The experience is one which brings pride to your chapter

members as well as to your city. If the duties and responsibilities are properly delegated, everyone will enjoy the experience. It is your chapter's opportunity for making many new and lasting friends.

Notify the Region Director, if your chapter is interested in hosting a regional conference, and let the other chapters in the region know of its intention. It should then come to the conference prepared to offer its city's facilities and outline the accommodations of the hotel and other facilities which will be used to entertain the delegates. Conference sites are decided by a majority vote of the region.

So that you can place a tentative hold on the facilities for a specific date, ask your Region Director for assistance. The preferred dates are September 15th to October 31st.

Financial responsibility. The financial responsibility for regional conferences rests completely in the hands of the host chapter. It should not go into its pocket to subsidize the conference, nor should it use the conference as a money raising project. It should endeavor to break even, no more, no less. Ask your Region Director about your region's policy.

If your chapter is selected to host a Fall Conference, ask AMBUCS™ Resource Center for a copy of the Regional Fall Conference Manual. Your Region Director will closely supervise arrangements. As host chapter your chapter will plan all entertainment functions, coordinating them with the meeting agenda which is prepared by the Region Director. The Fall Conference Manual is available in the Resources Section and on the AMBUCS™ Web site.

Leadership Development

Nominating and electing officers and board

Nominating Committee. The Nominating Committee has a serious task to perform. Article 5. Section 2 of the standard Chapter By-Laws state that the nominating committee consist of at least five past presidents. Newer chapters may appoint others to the committee. Most often a slate of officers is accepted as proposed by this committee. The welfare of the chapter hinges on having active and inspired leadership. The chapter cannot afford to have this committee guess wrong.

The By-laws specify that officers for the coming year shall be elected by April 1st of each year, taking office on June 1st. The Nominating Committee must be appointed by the president in late February. The chapter and fiscal year of all chapters shall be from June 1st to May 31st of the year following.

Chapter self-evaluation program. The purpose of this program is to develop strong internal chapter leadership and to provide a forum for the membership to evaluate the operation of the chapter.

In early February, the attendance records of all members are reviewed to identify those who have attained 75% or better attendance. Those who have are contacted by the Nominating Committee and scheduled for a brief interview. The interview can be conducted before or after a regular chapter meeting, and should last approximately fifteen minutes. Depending upon the size of the chapter, interviewing might be divided among committee members who would meet to pool results. You can also use the Chapter Self-Evaluation Form #133 (Forms Section) as a

survey, asking members to fill it out at one of the meetings.

During the interview, members are surveyed to determine their likes and dislikes about the chapter. A sample questionnaire is included in the Chapter Form section of this manual. It may be modified as necessary to meet your chapter's needs. Candid responses are encouraged in the member's evaluation of the activities, leadership, and ideas for improving chapter operations.

In the final step of the interview, the member is asked what office they would like to seek for the coming year, and what their overall aspirations for chapter leadership are. In this manner, a slate of candidates is developed for the election of officers and board members.

This program has proven quite effective. Its use is strongly recommended.

Selecting nominees. The committee should consider each person's qualifications carefully, deciding where that person can best help the chapter. Pick the president-elect first; then call and invite he or she to sit in on the balance of the meetings as other officers and directors are selected. Select a compatible board of directors for the president by letting him or her help.

Secure willing agreement—don't prevail or force. The Nominating Committee Chairperson must not fail to call each nominee, getting an agreement to serve for one year in the capacity selected. If the member declines, pleading lack of time, do not force. Find someone else to fill that place. An officer or director elected over objections will use this as an excuse for doing no job at all. The chapter is the loser.

In the newsletters before election day and on the floor of the meeting, when it is time for nominations from the floor, announce that all nominees proposed must have been contacted in advance and assurance received

on the proposed nominee's willingness to serve if elected.

Commitment to attend training conference. The National Board of Directors specify the Regional Spring Training conference for chapter officers-elect as the one important function in which they must participate.

Getting the officers-elect present for this training is a must. How is this accomplished?

1. The chapter board establishes the policy that a condition for accepting nomination to office be an agreement to attend the Regional Spring Training Conference.
2. As president fully endorsing the policy, you instruct the Nominating Committee before it meets.
3. The Nominating Committee obtains the commitment from the nominee at the time he or she agrees to be placed on the ballot for office. The President-elect must attend. Note Article VIII, Section 6 of the National By-laws .

Commitment to attend the national conference. It is equally important for the incoming president to attend the national conference. The enthusiasm gained is invaluable to the leadership efforts as he or she begins the year. Before being nominated, be sure the member agrees to attend. The chapter should defray the greater part of the president-elects expenses.

Supplies

The secretary normally orders chapter supplies from the AMBUCS™ Resource Center. Invoices for supplies are mailed to the Chapter Treasurer. Supplies are available via AMBUCS™ WEB site: www.ambucs.org.

Chapter equipment. Both the secretary and chapter president should be supplied with briefcases to protect and transport their files.

Prepare a file folder for each committee in the chapter, so that committee reports become a permanent record. Establish folders for correspondence from district and national officers and the AMBUCS™ Resource Center.

When your term as chapter secretary is completed, give your briefcase and files to your successor. Remind the chapter president to do the same with his successor.

Annual installation supplies. March is the time to order the plaques and pins your chapter will need to honor its outgoing officers at its annual installation event. These include past officer pins, and plaques for Past President, Ambuc of the Year, and Project Manager. Engraved plaques require a week to process and ship.

Model Agenda for Chapter Meetings

(Copy and fill in your chapter's times and practices)

Time	
_____	Meal Served (optional)
_____	Call to order by president
	Pledge of Allegiance led by _____
	Invocation by _____
_____	Call for introduction of guests (Write guests' names)

_____	AMBUC of the Day (Three minute speech about self, family, business affiliation. etc.)

_____	Announcements
	Call for committee announcements:
	1. Community Service (progress report) _____
	2. Program (speaker for next meeting) _____
	3. Membership matters _____
	4. _____
_____	Secretary reads communications from national and district officers
_____	Introduction of speaker _____
_____	Thank speaker
_____	Thank guests
_____	Adjournment

Induction Ceremony

“You are now about to share in the privilege of membership in an AMBUCS™ chapter.

“We charge that you seek to promote through faithful attendance and hearty cooperation the life, the growth, the service of this chapter in this community.”

“Now on behalf of AMBUCS™, and on behalf of the (chapter) Chapter, I welcome you into a circle which faces inward for friendship, and outward for real service to your community.”

“I know you will wear with pride, this pin which is indicative of your acceptance of our mission: Helping people with disabilities achieve independent lifestyles.”

“Please raise your right hand and repeat after me:
I pledge myself—to strive in every way—to be a loyal and faithful member of the (chapter) chapter of AMBUCS™—and to discharge my responsibilities—as a member—to the best of my ability.”

Invocation

“As we gather about these tables in friendship and fellowship, keep us ever mindful of our aims and our desire to be of service to our community. Bless this food to our good and us to Thy service. Amen.”

Chapter Board Meeting Agenda Check Sheet

Agenda	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
1. call to order (date)												
2. Roll call #Present/#Absent												
3. Minutes Read												
4. Unfinished business												
5. Treasurer's report												
6. Secretary's report												
7. Committee Reports and Special Projects w-written v-verbal =0 no report												
a. Service Committee												
b. Fundraising & Finance												
c. AmBility Project												
d. Fun Committee												
e. Social												
f. Sergeant-at-arms												
g. Big Hat Club												
h. Information Committee												
i. Program												
j. Conference & Interclub												
k. Public Relations												
l. Friendship Committee												
m. Membership												
n. Awards												
o.												
p.												
q.												
8. New Business												
9. Other												
10. Scorecard												

_____ chapter, of _____
City State

held its regular board meeting at _____ on _____
Place Date

Meeting was called to order at _____ AM/PM by _____,

who acted as chairman, with the following directors present:

Minutes

[Large empty rectangular box for recording minutes]

Secretary _____



Board of
Directors Meeting
Order of Business

- 1. Call To Order
- 2. Roll Call
- 3. Minutes Read & Approved
- 4. Unfinished Business
- 5. Treasurer's Report in Writing
- 6. Secretary's Report
- 7. Committee Reports
- 8. New Business
- 9. Monthly Activity Report
- 10. President's Scorecard Completed
- 11. Adjournment

TAKING MINUTES

Minutes should contain records of all action taken by the chapter including the exact wording of every motion and the actions taken on the motion. The secretary may request the maker of a motion to put it in writing if the motion is long or involved.

The minutes should be as brief as possible and should be reported in the order in which the business is presented at the meeting. What is done by the chapter, not what is said by the members, should be recorded.

Minutes of the previous meeting are read or distributed for approval at the opening of each meeting. The word "Approved" and the date of approval should be written at the end of the minutes of each meeting. The minutes are signed by the secretary.

In writing minutes this outline is generally used:

- 1. Kind of meeting--regular or special.
- 2. Name of chapter.
- 3. Date, place, and hour of meeting.
- 4. The president and secretary present (or, in the absence of the regular officers, the names of their substitutes).
- 5. Statement concerning the minutes of the previous meeting--whether they were read and approved or whether their reading was dispensed with.
- 6. All motions (except those withdrawn); points of order and appeals, whether sustained or lost.
- 7. Program topic, method of presentation, names of participants, and important points covered.
- 8. Hour of adjournment.



Form 1811 Official Minutes of Chapter Meeting

THE REGULAR MEETING OF THE _____ CHAPTER OF NATIONAL AMBUCS™ WAS CALLED TO ORDER ON _____, 20____ BY THE _____ AT _____ A.M./P.M., AT THE _____ WITH THOSE MEMBERS SHOWN IN ATTENDANCE ON THE ATTENDANCE RECORD AND GUEST REGISTER.

TRANSCRIBE HERE, AND ON REVERSE SIDE, WHAT TRANSPIRED AT MEETING.

ATTENDANCE	
GUESTS	_____
MEMBERS	_____
% ATTENDING	_____

MINUTES CONTINUED:

SECRETARY'S SIGNATURE

Form 1144 Report of Committee Chairman

Date of meeting _____

Name of committee _____ Name of Chairman _____

Volunteer hours expended since last report _____ Date of last committee meeting _____

Next committee meeting date _____ time _____ place _____

Annual budget allowed _____ Amount spent to date _____ Balance _____

Write a short summary of committee's action since last report. Attach additional page if necessary.

Describe future plans.

Committee members	Active	Inactive	Remarks

- Distribution: Copies to President, Secretary, and Committee Chairman

Need additional forms? Contact the AMBUCS™ Resource Center
 Tel 336 852-0052 | Fax 336 852-6830 | e-mail: ambucs@ambucs.org
 or write PO Box 5127 High Point, NC 27262



Form 1145 Committee Preference Sheet

Every AMBUC participates and serves on **one** committee of his or her choice. In addition, they help on the fundraising projects of the chapter. So that your officers may know what your interests are, indicate on which of the following committees you would be willing to serve this year. All possible consideration will be given to your first or second choice.

Complete and promptly return to your chapter president. Please print.

Name _____ Phone number _____

Rank Committee & Description

_____ **Information**

This committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local club. They are responsible for making sure the chapter has an educational or entertaining program at each meeting, handle all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-club activities.

_____ **Fun**

This committee insures that the chapter has fun in all its many activities. Their special charge is to continually find ways to make the regular chapter meetings light, fun, and entertaining. Their duties include organizing, promoting, and conducting socials each quarter. They should insure that all new members and guests are included in the fun and welcomed at each meeting. The chapter's Big Hat Club is a vital part of this committee.

_____ **Service**

This committee makes sure the chapter is involved in meaningful, vital service to their community. Local community service is most important, but the committee also insures the chapter is up to date and involved in AmBility™, through the AmTryke® project, and AMBUCS™ Scholars-the scholarship for therapists program. This committee is responsible for the financial well being of the chapter, and also recommends fund raising projects to the chapter for approval.

_____ **Friendship**

This committee's responsibility is to insure members' needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members.

Need additional forms? Contact the AMBUCS™ Resource Center
Tel (336) 852-0052 | Fax (336) 852-6830 | e-mail: ambucs@ambucs.org
or write PO Box 5127 High Point, NC 27262



Form 1815 Total Chapter Membership

Year _____	Year _____	Year _____
June 1 Membership _____ Adds + _____ Deletions - _____	June 1 Membership _____ Adds + _____ Deletions - _____	June1 Membership _____ Adds + _____ Deletions - _____
Sept 1 Membership _____ Adds + _____ Deletions - _____	Sept 1 Membership _____ Adds + _____ Deletions - _____	Sept1 Membership _____ Adds + _____ Deletions - _____
Dec 1 Membership _____ Adds + _____ Deletions - _____	Dec 1 Membership _____ Adds + _____ Deletions - _____	Dec1 Membership _____ Adds + _____ Deletions - _____
March 1 Membership _____ Adds + _____ Deletions - _____ Total _____	March 1 Membership _____ Adds + _____ Deletions - _____ Total _____	March1 Membership _____ Adds + _____ Deletions - _____ Total _____
Year _____	Year _____	Year _____
June 1 Membership _____ Adds + _____ Deletions - _____	June 1 Membership _____ Adds + _____ Deletions - _____	June1 Membership _____ Adds + _____ Deletions - _____
Sept 1 Membership _____ Adds + _____ Deletions - _____	Sept 1 Membership _____ Adds + _____ Deletions - _____	Sept1 Membership _____ Adds + _____ Deletions - _____
Dec 1 Membership _____ Adds + _____ Deletions - _____	Dec 1 Membership _____ Adds + _____ Deletions - _____	Dec1 Membership _____ Adds + _____ Deletions - _____
March 1 Membership _____ Adds + _____ Deletions - _____ Total _____	March 1Membership _____ Adds + _____ Deletions - _____ Total _____	March1 Membership _____ Adds + _____ Deletions - _____ Total _____

Chapter Leadership Directory

President _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

1st vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

2nd vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Secretary _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Treasurer _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Sergeant-at-Arms _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Newsletter Editor _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Chapter Committee Chairmen Directory

Committee	Chairperson
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____