

Monday Afternoon 2:00-5:00

Chapter leaders bring a laptop so you can log into NARPM.org

- 2:00 PM CEO to Welcome and Introduce President
- 2:05 PM President to Welcome and **Introductions** of leaders with each other at tables
- 2:15 PM Running your chapter – NARPM® CEO
- Chapter leaders share what they think is needed to have a successful chapter.
Discuss what NARPM® requires of Chapters
- 2:35 PM Demonstrate how to use NARPM.org – NARPM® CEO
- Chapter Documents and logos
 - Leadership Section
 - Pulling Rosters and Sending emails
- 3:15 PM Understanding Financials of the Chapter (Treasurer and CEO)
- Importance of Chapter Leaders having financial reports at each meeting – NARPM® CEO
 - Budgeting and Financial presentations – NARPM® Treasurer
- 3:20 PM How to use Chapter website
- 3:45 PM Break
- 4:00 PM Partnership of RVP and Chapters (Lead by successful RVP)
- 4:20 PM How to handle conflict within a Chapter (Open discussion) – NARPM® CEO
- 4:40 PM How to affectively use grants that are supplied to chapter from NARPM® National (Have sample grants filled out and available to discuss) – Member Services Chair
- 4:50 PM What Makes a Chapter Shine – NARPM® President
- 5:00 PM Adjourn and have regions go to dinner (Dutch treat)

Tuesday

8:30 AM	Welcome and Introduction of NARPM® President	NARPM® CEO
	Review Purpose of today	NARPM® President
	Introduction of NARPM® RVPs	
	Introduction of NARPM® Committee Chairs	
8:45 AM	Build your Chapter for Success	
	How to get your chapter going and growing	Jim Roman, Facilitator
	<ul style="list-style-type: none">• What is your NUMBER ONE goal for your Chapter?• What do you think your biggest challenge you will face in reaching that goal (vs. Give one challenge you face as a leader in your chapter)• Leadership Roles in the Chapters – who does what• Chapter Recruitment• Go through sections on the manual• Why do you need Committees• Delegation so President does not have so much on their plate and other people are afraid of the responsibilities and do not want to be President	
9:35 AM	Effective grassroots legislative initiative can be a strong benefit for the Chapters to offer – Governmental Affairs Representative	
9:45 AM	Break into Regions and State Chapters to share issues respective chapters have faced and work together on how to resolve	
10:30 AM	Break	
10:50 AM	Break into Regions and State Chapters: Share ideas of how to run a successful chapter meeting to get people to attend!	
11:30 AM	Affiliates helping you grow your chapter	Harry Heist, Attorney at Law
12:15 (noon)	lunch	
1:10 PM	How to get your chapter going and growing	Jim Roman, Facilitator
	<ul style="list-style-type: none">• Creating Raving Fans• Network, Network, Network• How to deal with Conflict on the Board of Directors• Chapter Challenges• Dealing with Difficult people• Other items	
2:00 PM	Break into Regions and State Chapters: Share ideas on how to grow your membership in the chapter	
2:40 PM	Break	

- 2:55 PM Assessing Board's Strength Chapter Leader Panel
- President and Presidents-Elect discuss their chapters mission/vision statement, if your chapter does not have one, then get one!
- Delegation – how to do it well
- What makes your chapter strong?
- 3:20 How to build a stronger board Jim Roma, Facilitator
- Hold a board orientation and share what is expected of leaders.
- Stay focus on Future, not today.
- Let you committees do the work
- 3:30 PM Break into Regions and State Chapters: What do you need to make your chapter successful and to get people involved?
- 4:00 PM Break
- 4:15 PM Take away that you can take back to your chapter and share?
- Jim Roman and NARPM President
- 4:45 PM Adjourn with closing comments

6:00 Dinner

To get the most out of Tuesday, chapters come prepared to discuss as a group the following:

- What are your chapters 2020 goals?
 - What is the Chapters Biggest Challenge?
 - What is the greatest Chapter success the Chapter?
 - Share the Mission and Vision of the Chapter?
- If Chapters do not have a Mission and Vision, set a timeframe for them to come up with one and send to the RVP.
- Talk about how the chapters hold their planning sessions for the year?
- If chapters do not hold a planning session, they are challenged to hold at least a half day session with their committee chairs and plan their year
- What do Chapter feel National can do to help support the Chapters?