

the Illinois District
a state of close harmony
Association of Chapters



September 10, 2012

To: Illinois Chapter Presidents and Secretaries
From: Philip Rolfs – VP-CSLT & '07-'08 Past District President
Re: Chapter Support & Leadership Training

Gentlemen,

One of the activities your District Officers work on annually is to arrange for training for the future Chapter Officers and leaders. We line up a venue, faculty, arrange for a hotel discount (for those needing a room), entertainment for an afterglow, and food and drink during the day.

We do this all the while making sure you're provided the most current information to allow your Chapter to continue to operate in an efficient and compliant manner. We also work to keep your costs at a minimum.

- Is your Chapter keeping up-to-date on the laws that affect our craft?
- Are you doing everything you can to change with the times, reflecting the needs of your members and your audiences?
- Is your Chapter membership remaining constant or growing?
- Is your Chapter meeting the minimum reporting requirements within the Barbershop organization?
- Is your Chapter doing what is necessary to keep it's Non-Profit status with the State of Illinois current?

Now is the time to plan and encourage your 2013 Chapter leaders to learn how to do these things (or to attend as a refresher course).

Everything is set; (the date, location, time, faculty and topics). **Now all we need is Your Chapter Officers and Leaders to enroll!**

Attached are the details of the CSLT offering for **Saturday, November 3rd in Charleston, IL.**

Note the due dates for enrolling (which is also available via the ILL District Website), for taking advantage of the hotel discount if needing a room on Friday, Nov. 2nd, and for taking advantage of the volume discount being offered.

Your attendance is strongly encouraged, to avoid having to "cancel" this event two years in a row.

Please direct any questions to Phil at; prolfs2304@aol.com.

Hope to see your Chapter represented!

Phil Rolfs

2012 CSLT (ILLINOIS – CHAPTER SUPPORT LEADERSHIP TRAINING)

Presidents Training - Don Fusion (Society Rep) 3 – 45 minute sessions

Setting up a Plan (annual, membership, chapter activities, performances, conventions)
Most important things to know
Where and how to get ideas and/or help
Importance of matching peoples strengths to the task
Recognizing complacency and doing something about it.
Don't bite off more you can chew (focus on a couple of goals and periodically check to make sure chorus actions are ones that are working towards those goals)
Be the voice of reason, neutral and diplomatic (seek out all facts before acting)
Playing the referee / mediator
Guiding others towards reaching their potential
Developing your personalized chapter focus for the next year
Surrounding yourself with talented people
Macro versus Micro managing
Online manuals

Treasurer Training - Dave Cowin 3 – 45 minutes sessions

Accounting requirements
Chapter Operations Fund versus the Social Fund (what monies can / can't be used for)
Audits
Monthly Treasurers report.
Other non profit rules to be aware of.

Secretary Training - Mike Isely 3 – 45 minute sessions

Keeping of Chapter's records
Where are your official chapter records (charter, bylaws, etc.)
Retention Guidelines (official Chapter Documents)
Meeting Minutes
Raffle permit
Copyright permissions (for shows)
Other things to be aware of...

Joint President/Secretary & Treasurer Session (Don Fusion, Dave Cowin and Mike Isely)

1 – 45 minute session

Don:

Potential Liabilities
Compliance with laws - licenses, copyright permissions, scheduling/reporting

Dave:

Required filings / audits
Tax filings
Authorized money "handlers" for chapter (fundraising, shows, singing valentines, etc.)
Non Profit tax ID

Mike:

Non Profit Application & Renewals
Required Chapter reports

Membership Ideas (Hugo Feugen) **3 - 45 minute session**

Operation Herald Hill

Putting together a “Chapter tailored” plan

Looking for ways to reach out to new audiences (and thus, new potential members)

Keep those things that work well, cycle new things in at other times

Membership is ongoing, not just a once-a-year thing

Organized chapter meetings is a must

Singing well is a must

Society Chapter/Membership Information

Marketing Ideas (Phil Rolfs) **1 - 45 minute session**

Looking for ways to reach out to new audience members

Your (and surrounding) communities

Keep those things that work well, cycle new things in at other times

Variety of forms of media (research)

Identifying “target markets”