

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 Isley 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 Isley)

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”

<u>ROOMS ==></u> <u>& TIMES</u>	#1 Room	#2 Room	#3 Room	#4 Room	
8:30 – 8:55	REGISTRATION				
9:00 – 9:30	General Session		Welcome / Introduction --		
9:40 – 10:25	Presidents Training	Treasurer Training	Secretary Training	Membership Training	
10:35 – 11:20	Presidents Training	Treasurer Training	Secretary Training	Membership Training	
11:30 – 12:25	LUNCH				
12:25 – 12:40	TAG TIME		Hugo teach a couple of tags		
12:50 – 1:35	Presidents Training	Treasurer Training	Secretary Training	Membership Training	
1:45 – 2:30	Joint Training Pres., Treas., Secty.	Joint Training Pres., Treas., Secty.	Joint Training Pres., Treas., Secty.	Marketing Ideas	
2:40 – 3:15	General Session		Wrapup, Evaluations and Chapter Planning Time		
3:20 – 3:40	AFTERGLOW				