

# **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

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**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”