

Chapter President's Responsibilities Training for Chapter Leaders Information

Prior to, During and Following the Visit

PRIOR TO THE MEETING – all appropriate forms will have been sent to incoming presidents on or before June 30.

- ✓ Set a date for the State Visitor using the **Chapter Visitation Scheduling Form**. Complete/return form by **June 30th** to Lambda State Visitation Chair, Sue Dion: sddion56@gmail.com
- ✓ Complete **Chapter Goals/Focus Related to the Lambda State Strategic Action Plan for Renewal Form**. As president, you may wish to seek input from officers/chairs. (This form replaces the *Chapter Committee Report* form previously completed by each chapter chair.)
- ✓ Set Agenda for meeting.
- ✓ Prepare and send all materials to the Visitor at least three weeks prior to visit: • *Materials to Send to the State Visitor Checklist Form* • Yearbook • Budget • Chapter Rules • *Annual Report of the Chapter Treasurer-Form 15* • *Chapter Goals/Focus as Related to the Lambda State Strategic Action Plan for Renewal Form* • *Chapter Profile-Form 80* (*Member Profile-Form 50* may be used to prepare the current chapter profile.) **or** *How Cross-Generationally Friendly Is Your Chapter? Inventory Form* • Copies (July 1, 2016-present) of Chapter Newsletters, Minutes & Treasurer's Reports • Information Request

DURING THE MEETING

- ✓ Conduct a normal business meeting.
- ✓ Relax.
- ✓ Encourage committee chairs to highlight committee successes.

FOLLOWING THE MEETING

- ✓ Complete the **Chapter Report of Visit** and send to Lambda State President Sylvia Olson and Visitation Chair Sue Dion.
- ✓ Share the **Lambda State Visitor's Report of Chapter Visit** with members.

Forms used by Visitor:

- ✓ **Lambda State Visitor's Report of Chapter Visit**
Following the visit, the visitor will complete her report based on the *Lambda State Strategic Action Plan for Renewal* and will send you a copy to share with members. The chapter decides how it wishes to use the information, which may include revising or considering new chapter goals.
- ✓ **Chapter Rules Checklist**
The visitor will review chapter rules, checking each item found in the chapter rules and will send you a completed checklist. The chapter decides how to use the information. It is a great tool for evaluating/updating chapter rules.