

# Chapter President

2012-2013



## QUESTIONS?

**AMBUCS Resource Center**

**336-852-0052 fax 336-852-6830 email [ambucs@ambucs.org](mailto:ambucs@ambucs.org) [www.ambucs.org](http://www.ambucs.org)**

**PO Box 5127 High Point NC 27262**



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### Laying the Foundation

You are not alone. The team you need to help you lay the foundation for a great year is the Executive Committee.

#### Executive Committee

The Executive Committee consists of the president, vice presidents, secretary, and treasurer. By taking these officers into his or her confidence and seeking their opinions on chapter operation and chapter problems, the president can more easily lead the chapter. This team will become a closely knit group of friends planning and working for common goals.

**Purpose.** The Executive Committee serves as advisors to the president. Their function is to assist in planning the chapter's operations and make recommendations to the chapter's board of directors.

**Frequency of meetings.** The Executive Committee can meet prior to the chapter's board meetings. These meetings should be informal evaluations of chapter progress.

**Chapter goals.** The Executive Committee helps the president compile chapter goals for the coming year for all committees. Once your goals are decided, you are ready to define the chapter committee structure needed to accomplish the goals.

#### Step one: Committee Structure

Now, take the results of your chapter's goals and planning process and define your chapter's committee structure. Get your executive committee to help you with this task. You must make choices depending on your

goals and objectives and your chapter size. Create the committees needed to get the job done. Choose from these basic committees or create your own:

Fun  
Service  
Friendship  
Information

A chapter with thirty or less members should restrict itself to a minimum of committees until it reaches about forty members. (See Committee Section)

**Tailor the chapter to fit the member.** Remember, each member is a different individual, with different desires as well as needs. Some members have a tremendous capacity for work, others have a limited capacity. It is recommended that the chapter fit itself to the member and not the member to the chapter. By this, it is meant that each member should be asked to make contributions to the chapter within their capacity and willingness to do so. The job of the chapter's Board of Directors is not to judge a member who has little capacity, but instead find that job which interests them and which they will enjoy.

**Member participation.** The key to a successfully operating chapter is member participation. Member participation is having an active part in making chapter decisions and doing something for the welfare of the chapter. Don't shortchange your members; ask them for help.

#### Members responsibility.

1. Every member of the chapter is asked to serve on a committee of their choice.
2. In addition to serving on a committee, each member has two responsibilities:

- a. Giving assistance in raising funds for chapter–approved projects.
- b. Helping to decide where these funds should be expended for charitable causes.

## Step two: Design and distribute Committee Preference Sheets

Committee Preference Sheets (see pg.27) are tailored to meet the needs of each chapter. After your planning sessions, you should design and distribute them. They are to be completed by every member as soon after the planning sessions as possible. When you as president–elect pass out the sheets, it places the members on notice that the chapter is planning its year. It gives the members a chance to review the committees and make their new selections.

This is a must. Every member of the chapter must complete a Committee Preference Sheet every year. Members will not make time to work on projects or committees they do not enjoy. Do not assume you know what an individual likes to do. Let the member choose.

### How to do this.

If you have regular chapter meetings, try this, and have fun doing it:

1. Ask for five minutes of a chapter meeting.
2. Pass out Committee Preference Sheets.
3. See that each member completes the sheet; then
4. Pick up all sheets. Do not let any member take it home to complete.

Follow this procedure for two successive meetings, but pass out the preference sheets at the second meeting only to those mem-

bers who were not present at the first meeting.

After two meetings, from 75% to 90% of the members should have completed the form. To get Committee Preference Sheets from the remaining members, parcel out the names to the board members for individual calls. This is the way to show that you really care about your members.

**President’s attitude.** If every member realizes that the incoming president plans to activate committees on the basis of the member’s preferences, the members will know the new president has their interests at heart. There will be an increase in good feeling and esprit de corps ... the result of leadership.

## Step three:

### Appoint committee chairmen

Each officer and director of the chapter (except the president, secretary, and treasurer) should chair a committee of the chapter, based on the committee preference sheets. The chairperson reports directly to the president at the board meetings. This assures having the responsible member of each committee present when action of the board is taken.

**Committee supervision.** Supervision of committee chairmen is the responsibility of the president. It is important that the president establishes a caring, personal relationship with the chairmen. They must perceive that they are a valued member, and their committee work is vital.

**Additional chairmen.** If the chapter has more committees than board members, additional chairmen must be appointed. (This is probably true in most chapters with a membership greater than 50 members). It

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should be made clear that all committee chairmen are expected to attend board meetings and report directly to the president.

**Assign members to committees.** The Executive Committee takes each member's Committee Preference Sheet and enters their preferences in the Committee Preference Recap Sheet (see pg.28).

Using the recap sheet and the members preferences, assign members to appropriate committees. Make a list of each committee's chairperson and members which will be given out at the board training meeting.

### **Correctly appoint committees.**

1. Never do what others are better qualified to do.
2. Committee: A group (one or more) committed to their mission.

Standing: Specified in by-laws.

Ad hoc: For special or specific occurrences. Usually not mentioned in by-laws.

3. The most effective chapters almost always function through their committees.
4. Members should have both interest and expertise.

### **Why a committee?**

1. Efficiently handle time consuming matters.
2. Deliberate sensitive matters with or without presence of others.
3. Involve more members in affairs of organization.
4. Train future leaders.

### **Common appointment mistakes.**

1. Failing to bring in new blood.
2. Stacking a committee to steer outcomes.
3. Using emotional appeals, i.e. "It's an easy job"... "Won't take long"... "You ought to do something."
4. Selecting interested members only.
5. Not specifying chairperson in time and form of report.
6. Not naming and charging with specific functions.

### **Committee size.**

1. Only as many as needed to get the job done.
2. Large and broad-based if mission is to investigate/study.
3. Small and narrowly based if mission is to take specific actions.

Source: Virginia Tech University

## **Step four: Board training meeting**

**Planning Meeting for new board.** When committee assignments have been made, the president-elect calls a meeting of the Board of Directors-elect and all committee chairmen. The meeting is devoted entirely to a study of the chapter's organization. Each person should be given a thorough understanding of their job assignment for the new year.

**Agenda.** In your opening remarks full emphasis needs to be placed on three points:

1. Each committee is an important segment of the total chapter operation.

2. A successful chapter year is fully dependant on each committee having successful,well attended, and reported meetings.
3. If a chairperson fails to hold meetings and also does not attend board meetings, you will ask him or her to step down in favor of a replacement who will perform.

**What to say following opening remarks.**

1. Outline your responsibilities as president.
2. Review the responsibilities and duties of the secretary and the treasurer.
3. Pass out committee sections (See Committee Section) to each committee and indicate goals which were developed at the planning meetings. Follow with a review of the responsibilities and duties of the various committees. Allow relevant discussion for each committee following your remarks.
4. Schedule before June 30th with the chairperson of each committee the date planned to hold the first committee meeting so you can plan to attend.

**Step five:  
Committee planning meetings**

**President's follow-up.** The president meets with each committee on a specified date by June 30th:

1. To review with each committee member that committee's job for the coming year.
2. To be fully aware at the outset of the year each committee's plans and timing.
3. Be sure each chairperson has alerted his or her committee for their meeting.

4. Attend as many first committee meetings as possible.
5. Let the chairperson chair the meeting. Before it closes be sure that all points have been covered and plans have been laid for a year of action.
6. Be sure the chairperson prepares a committee report for the next board meeting.

**First committee meeting agenda.** As the meeting gets underway, the committee should aim to accomplish the following:

1. The committee reviews their goals, objectives, and strategies from the chapter's strategic planning meetings.
2. Committee members should then review past year's functions of the committee, making a restatement of the responsibilities, if necessary. This statement should completely cover the scope of the committee's operation and should be stated on the Committee Report Form.
3. The committee should lay plans and set dates for its programs for the year.
4. Future committee meetings should be designated, whether they are to be monthly, semi-monthly, or quarterly.
5. The committee should consider its needs for budget, having this ready for presentation at the first board meeting of the year (June), or earlier.
6. Before closing the meeting, the chairperson, with the help of the committee, should prepare a written report covering the recommended plans. This report is to be presented at the first board meeting. Subsequent committee meetings are also to be reported in writing to the board and given to the president at a regular board meeting. The chairperson should keep a file copy for future reference. (See

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Report of Committee Chairman Form  
#1144 pg.26).

e-mail: [ambucs@ambucs.org](mailto:ambucs@ambucs.org)  
[www.ambucs.org](http://www.ambucs.org)

**Committee duties.** Many chapters publish a listing of the responsibilities of each committee as well as the names of the committee members for the year. Such a list distributed to the entire chapter and to each new member as it keeps all informed. This promotes better understanding of chapter goals and programs.

**Why written committee reports.** The president requests written reports from the committee chairmen at all board meetings. Such planned programs become the year's guide. The committee will not be in the dark, wondering what is to be done ... all members will know what to expect ... the chapter will be on a sound footing with planned direction. Written committee reports should be passed on to next year's committee chairmen.

### Questions

A president who is thinking is sure to turn up a question or a challenge for which he or she cannot see an answer. What to do? And, to whom do you turn for help?

#### **What to do.**

1. Try your Executive Committee. Talk it over from all angles.
2. Try your area leader, district governor or the regional director. Give them a chance to help.
3. Call, write, email, or fax the

AMBUCS™ Resource Center  
PO Box 5127 • High Point, NC 27262  
Tel (336) 852-0052  
Fax (336) 852-6830

## Chapter Operations

### Chapter meetings

**Presiding.** Members' interest in the chapter meeting depends in a large degree upon the morale, tone, quality of program, and presiding ability of the president. He or she must conduct the meetings with intelligence, humor, and good taste, to the extent that the members enjoy bringing guests to the meeting because they are proud of the way their president handles the job. Off-color jokes and profanity will offend the members. A president's conduct and appearance are important.

Remember, you're competing with other organizations to attract volunteers. Your chapter is judged by them for purpose and structure as well as friendliness.

**Agenda preparation.** Each chapter meeting is chaired by the president. In his or her absence it is chaired by a designated vice-president. In advance of the meeting an agenda should be prepared following a regular pattern ... Give time to the preparation of the agenda ... Don't do it haphazardly and from memory hoping to get everything in and accomplished ... Get down in writing what you plan to do ... Keep your members informed of coming events by having thumbnail reports from chairmen. Use the Model Agenda for Chapter Meetings pg. 21.

1. Indicate time and order for each item.
2. Write down names of all persons to be introduced.
3. Don't leave anything to memory.
4. Meeting must be opened on time and closed on time. Even if there are only three members in the room start on time. Prompt starting will induce on-time

attendance. Delayed startings usually cause delayed endings. Delayed endings encroach on the member's allotted time.

5. A friendly atmosphere is essential.
6. Visitors should be cordially introduced.
7. New members are made welcome.
8. If you have a program, the speaker is treated graciously before, during, and after the meeting. The speaker should be advised in advance of the meeting how much time is to be allowed (20–30 minutes) and of the adjournment time. Don't encroach on the speaker's time by asking for last minute committee reports. Courtesy demands the speaker be allotted the full time. If the speaker runs over time, tactfully stop the meeting, permitting those members to leave who must; allowing those members to stay who have the time.

In thanking the speaker, don't try to sum up the talk. Thank him or her, present a certificate of appreciation (may be ordered from the AMBUCS™ Resource Center) and close the meeting. Members should be alerted to shake hands with the speaker following the meeting. Some chapters give token gifts of appreciation. Look at the online AMBUCS™ Store [www.ambucs.org](http://www.ambucs.org) for great gift ideas.

**Meeting room.** Normally the secretary or sergeant-at-arms is responsible for seeing that the meeting room is properly set. The meeting room and its atmosphere has a decided bearing on the meeting. A meeting place should be selected and prepared with care. Instructions and suggestions for the Sergeant-at-Arms are in the Committees/Fun Committee/Sergeant-at-Arms .

## Spur of the moment motions

Be sure no resolution or motion to commit the chapter on any matter is considered by the chapter at a regular meeting until it has been considered by the board. Such resolutions or motions, if offered at a chapter meeting, are to be referred without discussion to the proper committee for study and reporting to the board. (See Standard Chapter By-laws Article IV, Duties of Board of Directors).

## Chapter board meetings

### Agenda preparation.

1. Board meetings are vital to the successful functioning of a chapter.
2. It is the president's responsibility to see that a board meeting is called at least once a month and at the time stated in the Chapter By-laws .
3. The Board of Directors is presided over by the president of the chapter, or the immediate past president, as provided by your chapter's by-laws and policies.
4. Your chapter's Board of Directors is made up of the elected officers, the immediate past president and the directors (as described in your Chapter's By-Laws). Whomever serves as chairperson of the board (you or the immediate past president) only votes in case of a tie.
5. Refer to page 21 for a model agenda.

### The presiding officer's responsibilities.

It is the presiding officer's responsibility to conduct meetings in a business-like manner. The members of the board should approach the problems at hand with an inquiring, open mind, considering the good of the chapter as a whole.

**Confidential discussions.** At the beginning of the year remind members of the board that meetings are for a frank and open discussion of chapter problems. Personalities are to be left out of such discussions if at all possible. Sometimes this cannot be done; therefore, remind the board all such discussion is confidential and not to be discussed outside the room with other members.

**Voting.** Remind the board that once a vote has been taken, this becomes the unanimous position of the board. A member whose position was defeated adopts the position of the majority. He or she does not have the privilege of saying, "I didn't vote for it (or abstained), I won't help".

**Timing.** Sufficient time to review and vote upon committee proposals and to handle the business of the chapter must be allowed. A half hour board meeting preceding or following a regular chapter meeting will not get the job done. Follow a regular, prescribed meeting time as stated in your chapter's by-laws.

**Committee of the Whole?** Avoid a common pitfall. Too often, when a committee has not met and the president does not refer problems back to that committee for positive action, it opens the floor for discord. With everyone talking at once, the board suddenly finds itself acting as a "Committee of the Whole". This extends the meeting unnecessarily and wastes the time of the board. Refer all matters to the appropriate committee. Make sure that particular committee

knows it has the responsibility to make its recommendation to the board in the future.

**Board authority and limit.** The board runs the chapter, making the final decision on all matters except the four areas listed below.

1. Change of meeting time or place.
2. Change of dues structure.
3. Adoption of a chapter money raising project.
4. Adoption of a chapter community service project.

Before approval or disapproval it reviews in detail all committee recommendations and plans. Before acceptance it may amend, but it should never function in place of the committee.

**Required chapter business meetings.**

The four areas listed above that limit board authority must be referred to the general membership for decision. Notice should be published in the chapter newsletter in advance of date scheduled for discussion and vote. If spirited debate is expected, call for a closed meeting of the members with no guests present.

Remember, decisions of the board in these areas cannot be crammed down the throat of chapter members. To get chapter cooperation on decisions which the board believes is for the best welfare of the chapter it must sell its ideas—and get a majority vote. Members will be more inclined to work and contribute when included in the decision process in these four important areas.

**Reporting board actions.** Report the action of the Board in the chapter newsletter and at subsequent chapter meetings. This is how you involve your members.

## Forms

It is important that your chapter report activities to the AMBUCS™ Resource Center. For your convenience the following forms are available on the AMBUCS™ Web site and forms are also provided in the Forms Section. It is recommended that you become familiar with these helpful management tools.

**Membership Activity.** Commonly submitted by the chapter secretary.

Form 126 new/reinstated member application

Form 127 - new chairperson appoint

Form 128 - new chapter officers

Form 129 - officer changes

Form 130 - member deletions

Form 131 - member address change

**Planning Chapter Activity.** For good planning use the Chapter Operation Scorecards. This is an invaluable check sheet for noting chapter progress quarterly. Each scorecard scores different activities. Study the sample scorecards in the Forms Section, and use them as a reminder for making next quarter's plans with the Board. Scorecards are available to you at the AMBUCS™ Web site [www.ambucs.org](http://www.ambucs.org), printable version. Complete each quarter's scorecard at the last board meeting in the quarter. Submit or fax/mail to the AMBUCS™ Resource Center and copy your governor and director. The chapter scorecard earns your chapter recognition from the AMBUCS organization. Award guidelines are available on the web site.

## Reports

Frequently AMBUCS™ Resource Center compiles reports based on member and chapter activities. They are as follows:

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**The Blue Chip Report.** A quarterly membership report with official membership totals for every chapter is posted on the AMBUCS™ Web site Reports/Forms.

**Scorecard Recap.** A quarterly report based on your chapter scorecard activity. It is posted on the AMBUCS™ Web site Reports/Forms.

**Living Endowment Giving (LEG).** Published annually, the LEG reports chapter giving to the Living Endowment Fund. It is posted on the AMBUCS™ Web site Reports/Forms.

**AMBUCS™ Annual Report.** Published annually, the report reviews association-wide activities, national conference, and financial information. It is posted on the AMBUCS™ Web site.

### National Communications

AMBUCS™ Resource Center publishes monthly *The Leader* and quarterly AMBUCS™ Magazine (both available on AMBUCS™ Web site). As a chapter officer, it is your responsibility to pass on important information found in these publications to chapter members and be included in your chapter newsletter.

Likewise, your area leader or District Governor should distribute a quarterly district newsletter to chapter officers. It is important that you also pass along this information to chapter members and be included in your chapter newsletter.

The AMBUCS™ Web site is another great source of information. Here you can find the chapter officer directory, conference information, program updates.

For more information on national publications and the AMBUCS™ Web site see the Communications Section.

### Visitations

**National officers.** If your chapter would welcome a visit from the National President or other national officers, contact them. Their contact information is listed in the Directory on the AMBUCS™ Web Site. The AMBUCS™ Resource Center can provide news releases. If your chapter wishes their attendance, it is customary to underwrite their travel expenses and hotel accommodations.

**District governor.** You may or may not be in a geographic area served by districts. If you are, volunteer district officers can serve as an additional resource. The District Governor has the responsibility of visiting each chapter in the district at least twice each year. On the first visit, he or she speaks for that meeting. This annual visit of the district governor will inform the entire chapter on the programs and progress of the district and national organization.

**Board meeting.** The District Governor will expect to attend a board meeting of your chapter on the same day as his official visit if possible. He or she will want to talk with the chapter officers regarding challenges and opportunities. Since the governor is expected to make official visitations within 90 days after the beginning of the AMBUCS™ year, it would be well for your chapter to invite him or her for a specific date. Be sure your Information/Program Committee Chairperson knows to allow for governor visits.

**District Board Meeting.** The District Board meets four times each year (July, Fall Conference, February, and Spring Training), to discuss goals, programs and answer questions pertaining to the district.

As president you are a member of the District Board and the leader of your chapter's

delegation to this meeting. You cast it's vote. The chapter's minimum delegation consists of its Executive Committee, though all members are welcome (See Forms/Chapter Scorecard).

Chapter challenges and questions are discussed with the opportunity to exchange ideas. At the July meeting the governor will accept each chapter's proposed budget.

## New Members

### What to do with them

As soon as a new member been approved by the Board he or she should fill out the Form 126 Membership Application (Forms Section). The chapter secretary will complete the bottom half of the Form 126 Membership Application and send to the AMBUCS™ Resource Center via mail, fax or complete the on line application.

**Do not forget.** Record new member information on the New Member Check Sheet.

Both the president and the secretary should record this information. Check off the activity for each new member as it is completed. This helps insure he or she will become a solid member.

**Packet.** A supply of New Member Packets and Pins should be maintained by the secretary. These packets contain:

1. Member Pin and information packet.

Order a supply of new member packets from the AMBUCS™ Resource Center. This allows you to present a new member with a packet immediately. Your supply will then be replenished automatically, as AMBUCS™ Resource Center will send you a new member packet each time a Form 126 Membership Application is confirmed.

As soon as the new member is approved, the secretary should call the sponsor who will notify the new member as to when the induction will take place.

The chapter president is the inducting officer for all new members, and gives the induction from memory in a brief impressive ceremony. Don't shortchange the new member by delegating the induction responsibility to another member. Don't hold up a new

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member's induction hopefully waiting for others to be inducted at the same time (see Induction Ceremony on page 24).

**Committee assignment.** Ask the new member to fill out the Committee Preference Sheet. Advise the new member of his temporary assignment to the Fun/Attendance and Reception Committee. Use the Committee Preference Sheet to give them their choice of committee assignment and tell both the new member and chairperson of that committee.

**Badge.** Provide the member with a Member Name Badge. (Name badges are available from the AMBUCS™ store.)

Tell the new member when the next Orientation Meeting will be held and introduce him or her to the chairperson of both committees.

**Orientation.** Every new member attends the Orientation Meeting. Include the spouse if possible. If he or she misses the first available such meeting, be sure the member attends the next one. Here members learn the story of the chapter. Utilize the Orientation information in the Resources/Membership/Orientation Workshop and the Orientation Committee Information.

## Committees

Active, viable committees are essential to any successful chapter. Committees will help you, as chapter president, manage your year and provide activities to meet the needs of chapter members. It is recommended that the every chapter with a membership of thirty or less utilize four basic committees:

**Service**  
**Information**  
**Friendship**  
**Fun**

If a chapter has more members they can add committees as needed. Remember, it is important to customize committees to the needs of your chapter. Leaders should make the chapter structure work for the chapter by creating committees or task forces needed to accomplish chapter goals. The following better defines the roles of each of the four basic committees.

**Service Committee-** Another reason members join your chapter is to help others! This committee makes sure that the chapter is involved in meaningful service to the community. Along with local community service, the committee works to insure the chapter is active in AMBUCS™ National Programs: AmBility™ (including the AmTryke® Project) and AMBUCS™ Scholars- Scholarships for Therapists. This group is also responsible for the financial well being of the chapter by recommending fund-raisers for chapter approval. (*Possible subcommittees: Community Service, Fund Raising & Finance, AmBility™, AmTryke®, or AMBUCS™ Scholars- Scholarships for Therapists*)

**Information Committee-** Communication is an essential component of a strong chapter. This committee is responsible for keeping chapter members informed as well as communicating with the community about chap-

ter activities. They are responsible for developing a speaker program for chapter meetings, establishing a public relations plan, and regularly publishing the chapter newsletter. *(Possible subcommittees: Program, Public Relations, Conference & Inter-chapter)*

**Friendship Committee-** Membership development is the main purpose of this committee. They need to provide activities, which insure that members' needs are being met with respect to maintaining and building new friendships. This is the group that plans Branding Time contests, Spring Roundup events, new member orientation and additional membership recruitment and retention events. *(Possible subcommittees: Membership Recruitment, Orientation and Retention)*

**Fun Committee-** The Fun committee ensures that your chapter does what AMBUCS™ does best- HAVE FUN! This group works to find new and creative ways to make chapter meetings light and entertaining. They organize, promote and conduct quarterly chapter socials. They work to ensure all new members are included in the fun and feel welcomed at each meeting. Your chapter's Big Hat Club is a vital part of this committee. After all, three of the five purposes of the Big Hat Club are to have fun! *(Possible subcommittees: Attendance and Reception, Sergeant-at-Arms, Big Hat)*

**Big Hat Club-** The Big Hat Club is a "prestigious" club within the chapter for those members who have recruited three or more new members during any twelve-month period. The five main purposes of the Big Hat Club are fun, membership recruitment, fellowship, encouraging members to become Big Hatters, promote national programs and fun! These are the producers in your chapter. Encourage their involvement in all of your chapter activities.

Get your Big Hat Club going by having them host special entertainment "for Big Hatters only." By keeping it exclusive it will peak the interest of other members and help encourage membership recruitment for new Big Hatters. More information is available in the Big Hat Section and Committees/Big Hat Section.

Committee and subcommittee guidelines are available in the Committee Section and the AMBUCS™ web site [www.ambucs.org](http://www.ambucs.org).

## AMBUCS' Programs

AMBUCS is all about the mission

**AmTryke® therapeutic tricycle Project.** An increasingly popular activity among chapters is the AmTryke® therapeutic Project. Funding trykes for children with disabilities is a perfect way to exercise the AMBUCS™ motto. Chapters who take part in the project have found it to be a great vehicle to gain community support and publicity. Participating chapters also receive points on the 4th quarter scorecard. More information is available in the Programs/AmTryke® Section.

**AmTryke® therapeutic tricycle Evaluation Site Project-** A great way for chapters to locate children/adults for the tryke project is to establish a AmTryke® therapeutic tricycle Evaluation Site. To make a facility a Evaluation Site, the chapter agrees to equip the site with trykes and accessories as well as providing trykes to riders who are evaluated by a therapist at the facility. Points are awarded on the scorecard to chapters who establish new sites. The Evaluation Site Phase IV guideline is available on the web site [www.ambucs.org](http://www.ambucs.org) as well as the directory of existing evaluation sites and their chapter sponsors.

**AMBUCS™ Scholars- Scholarships for Therapists-** Chapters who have reached 100% Living Endowment Giving can participate in the program by sponsoring local student applicants. Chapter sponsored applicants are automatically made semi-finalists for consideration of the National Scholarship Committee. Chapters can receive up to 10 points on their 4th quarter scorecard for sponsoring students. More information about this national project is available in the Programs/ Scholars Section.

**Living Endowment Giving.** Annually on or about the 15th of March, your chapter will be advised of its Living Endowment Goal based on your membership as of the February 28th Blue Chip Report. Each chapter's total Living Endowment Giving is based on the members' individual giving to the fund as well as chapter giving. Your contributions can be designated to one of the three national programs: AMBUCS™ SCHOLARS-SCHOLARSHIPS FOR THERAPISTS, AMBILITY™ Program or the Cornerstone Fund. Chapters receive scorecard points for 100% Living Endowment Giving. More information is available in the Awards Guideline.

**Awards.** This one person committee, often the Past President who is most aware of the chapter's achievements during the past year, submits the achievement award entries from the past chapter year to your District Governor at the July district board meeting. It is also this chairman's responsibility to inform the President and other Chairmen what needs to be done to compete for these individual and chapter awards for the new chapter year. The awards guidelines are available in the Awards Section.

## Special Chapter Projects

**New Club Building** . Chapter presidents are the key to growth of AMBUCS™. If you want to see a new chapter built in a neighboring community by your chapter, it will be done. If AMBUCS™ is to grow, New Club Building has to have top priority in your thinking.

1. You will know that more people with disabilities will ultimately be helped.
2. Pride of members in AMBUCS™ will be increased because all want to belong to a larger national organization.
3. Your chapter will grow and be strengthened because it builds a new chapter.
4. Your chapter may win the Superior With Distinction Award if it charters a new chapter (See Chapter, District, National Awards Guidelines [www.ambucs.org](http://www.ambucs.org) or the Awards Guidelines Section).

Decide now that your chapter will sponsor a new chapter. Recruit a chairperson and help find four to six committee members using the following factors as a guide in the committee selection:

1. Familiarity with AMBUCS™
2. Previous experience in New Club Building
3. Wants to see AMBUCS™ grow
4. Has been a “member–getter” in your chapter
5. Is he or she a past officer?
6. Is he or she a salesperson?

The members selected should be good friends, compatible with each other, people

who enjoy working together. It is important that team spirit be engendered on the project. The chairperson should definitely be a leader who has good organizational skills.

Once the committee is selected, contact the AMBUCS™ Resource Center. They will guide you through and provide you with the necessary tools. The New Club Building Manuals on AMBUCS web site [www.ambucs.org](http://www.ambucs.org).

Once you submit a New Club Building Permit the AMBUCS™ Resource Center will forward a New Club Building Kit to your New Club Building Chairperson and alert the interested officers in your region. New club building has historically been more effective based upon the AmTryke Project.

Start the ball rolling for a new chapter in August so the committee will be underway in the new community by September 15th.

**Chapter Newsletter.** Having a chapter newsletter is a must in each chapter. Be sure it is published and mailed, faxed or emailed before each meeting. Communication is important in every chapter, and this is the best open line.

Chapter newsletters should be sent to other chapters in the district, as well as to your District Governor, region and national officers as well as the AMBUCS™ Resource Center. Be sure to bring the mailing list up to date according to the AMBUCS™ on line directory. More information is available in the Communications Section-Newsletter Editors Kit.

**Hosting Fall Conferences.** One of the truly fine privileges a chapter has is hosting a Regional Fall Conference. The experience is one which brings pride to your chapter members as well as to your city. If the duties and responsibilities are properly delegated, everyone will enjoy the experience.

It is your chapter's opportunity for making many new and lasting friends.

Notify the Region Director, if your chapter is interested in hosting a regional conference, and let the other chapters in the region know of its intention. It should then come to the conference prepared to offer its city's facilities and outline the accommodations of the hotel and other facilities which will be used to entertain the delegates. Conference sites are decided by a majority vote of the region.

So that you can place a tentative hold on the facilities for a specific date, ask your Region Director for assistance. The preferred dates are September 15th to October 31st.

Financial responsibility. The financial responsibility for regional conferences rests completely in the hands of the host chapter. It should not go into its pocket to subsidize the conference, nor should it use the conference as a money raising project. It should endeavor to break even, no more, no less. Ask your Region Director about your region's policy.

If your chapter is selected to host a Fall Conference, ask AMBUCS™ Resource Center for a copy of the Regional Fall Conference Manual. Your Region Director will closely supervise arrangements. As host chapter your chapter will plan all entertainment functions, coordinating them with the meeting agenda which is prepared by the Region Director. The Fall Conference Manual is available in the Resources Section and on the AMBUCS™ Web site.

## Leadership Development

### Nominating and electing officers and board

**Nominating Committee.** The Nominating Committee has a serious task to perform. Article 5. Section 2 of the standard Chapter By-Laws state that the nominating committee consist of at least five past presidents. Newer chapters may appoint others to the committee. Most often a slate of officers is accepted as proposed by this committee. The welfare of the chapter hinges on having active and inspired leadership. The chapter cannot afford to have this committee guess wrong.

The By-laws specify that officers for the coming year shall be elected by April 1st of each year, taking office on June 1st. The Nominating Committee must be appointed by the president in late February. The chapter and fiscal year of all chapters shall be from June 1st to May 31st of the year following.

**Chapter self-evaluation program.** The purpose of this program is to develop strong internal chapter leadership and to provide a forum for the membership to evaluate the operation of the chapter.

In early February, the attendance records of all members are reviewed to identify those who have attained 75% or better attendance. Those who have are contacted by the Nominating Committee and scheduled for a brief interview. The interview can be conducted before or after a regular chapter meeting, and should last approximately fifteen minutes. Depending upon the size of the chapter, interviewing might be divided among committee members who would meet to pool results. You can also use the Chapter Self-Evaluation Form #133 (Forms Section) as a

survey, asking members to fill it out at one of the meetings.

During the interview, members are surveyed to determine their likes and dislikes about the chapter. A sample questionnaire is included in the Chapter Form section of this manual. It may be modified as necessary to meet your chapter's needs. Candid responses are encouraged in the member's evaluation of the activities, leadership, and ideas for improving chapter operations.

In the final step of the interview, the member is asked what office they would like to seek for the coming year, and what their overall aspirations for chapter leadership are. In this manner, a slate of candidates is developed for the election of officers and board members.

This program has proven quite effective. Its use is strongly recommended.

**Selecting nominees.** The committee should consider each person's qualifications carefully, deciding where that person can best help the chapter. Pick the president-elect first; then call and invite he or she to sit in on the balance of the meetings as other officers and directors are selected. Select a compatible board of directors for the president by letting him or her help.

**Secure willing agreement—don't prevail or force.** The Nominating Committee Chairperson must not fail to call each nominee, getting an agreement to serve for one year in the capacity selected. If the member declines, pleading lack of time, do not force. Find someone else to fill that place. An officer or director elected over objections will use this as an excuse for doing no job at all. The chapter is the loser.

In the newsletters before election day and on the floor of the meeting, when it is time for nominations from the floor, announce that all nominees proposed must have been contacted in advance and assurance received

on the proposed nominee's willingness to serve if elected.

**Commitment to attend training conference.** The National Board of Directors specify the Regional Spring Training conference for chapter officers-elect as the one important function in which they must participate.

Getting the officers-elect present for this training is a must. How is this accomplished?

1. The chapter board establishes the policy that a condition for accepting nomination to office be an agreement to attend the Regional Spring Training Conference.
2. As president fully endorsing the policy, you instruct the Nominating Committee before it meets.
3. The Nominating Committee obtains the commitment from the nominee at the time he or she agrees to be placed on the ballot for office. The President-elect must attend. Note Article VIII, Section 6 of the National By-laws .

**Commitment to attend the national conference.** It is equally important for the incoming president to attend the national conference. The enthusiasm gained is invaluable to the leadership efforts as he or she begins the year. Before being nominated, be sure the member agrees to attend. The chapter should defray the greater part of the president-elects expenses.

## Installation of officers

**Installation event.** Once each year your chapter will hold its installation of new officers. It is the Governor's responsibility to install these new officers. Sometimes, because of conflicting dates, the governor-elect will be called upon to perform this service.

As soon as the date is set, advise the Governor, requesting his or her presence. Order the past president's plaque and pin from the AMBUCS™ Store at least three weeks in advance of the installation. In planning the agenda, allow at least 10 minutes for the incoming president to present the plans for the coming year.

**Acceptance speech—what to say.** President-elect, after you have been installed you will have 10 minutes to tell the entire chapter what the plans are for the coming year. This is your opportunity to sell your ideas, and your goals. In fact, the chapter has been waiting to hear so it can gauge your leadership. Be explicit on your goals from the chapter's strategic plan as well as for Membership, New Club Building, Living Endowment, Awards, Conference Attendance, and Committee participation. Recognize each chairperson and state the goals set by the committees. Recognize the spouses and tell them how much their support means. Plan your speech and sell your chapter on being Superior and achieving excellence.

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# Model Agenda for Chapter Meetings

(Copy and fill in your chapter's times and practices)

Time	
_____	Meal Served (optional)
_____	Call to order by president
	Pledge of Allegiance led by _____
	Invocation by _____
_____	Call for introduction of guests (Write guests' names)
	_____
	_____
	_____
_____	AMBUC of the Day (Three minute speech about self, family, business affiliation. etc.)
	_____
_____	Announcements
	Call for committee announcements:
	1. Community Service (progress report) _____
	2. Program (speaker for next meeting) _____
	3. Membership matters _____
	4. _____
_____	Secretary reads communications from national and district officers
_____	Introduction of speaker _____
_____	Thank speaker
_____	Thank guests
_____	Adjournment

## Chapter Board Meeting Agenda Check Sheet

Agenda	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
1. call to order (date)												
2. Roll call #Present/#Absent												
3. Minutes Read												
4. Unfinished business												
5. Treasurer's report												
6. Secretary's report												
7. Committee Reports and Special Projects w=written v=verbal =0 no report												
a. Service Committee												
b. Fundraising & Finance												
c. AmBlilly Project												
d. Fun Committee												
e. Social												
f. Sergeant-at-arms												
g. Big Hat Club												
h. Information Committee												
i. Program												
j. Conference & Interclub												
k. Public Relations												
l. Friendship Committee												
m. Membership												
n. Awards												
o.												
p.												
q.												
8. New Business												
9. Other												
10. Scorecard												



## Induction Ceremony

“You are now about to share in the privilege of membership in an AMBUCS™ chapter.

“We charge that you seek to promote through faithful attendance and hearty cooperation the life, the growth, the service of this chapter in this community.”

“Now on behalf of AMBUCS™, and on behalf of the (chapter) Chapter, I welcome you into a circle which faces inward for friendship, and outward for real service to your community.”

“I know you will wear with pride, this pin which is indicative of your acceptance of our mission: Helping people with disabilities achieve independent lifestyles.”

“Please raise your right hand and repeat after me:  
I pledge myself—to strive in every way—to be a loyal and faithful member of the (chapter) chapter of AMBUCS™—and to discharge my responsibilities—as a member—to the best of my ability.”

## Invocation

“As we gather about these tables in friendship and fellowship, keep us ever mindful of our aims and our desire to be of service to our community. Bless this food to our good and us to Thy service. Amen.”

# Chapter Committee Chairmen Directory

Committee	Chairperson
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____

# Form 1144 Report of Committee Chairman

Date of meeting \_\_\_\_\_

Name of committee \_\_\_\_\_ Name of Chairman \_\_\_\_\_

Volunteer hours expended since last report \_\_\_\_\_ Date of last committee meeting \_\_\_\_\_

Next committee meeting date \_\_\_\_\_ time \_\_\_\_\_ place \_\_\_\_\_

Annual budget allowed \_\_\_\_\_ Amount spent to date \_\_\_\_\_ Balance \_\_\_\_\_

Write a short summary of committee's action since last report. Attach additional page if necessary.

Describe future plans.

Committee members	Active	Inactive	Remarks

- Distribution: Copies to President, Secretary, and Committee Chairman

**Need additional forms?** Contact the AMBUCS™ Resource Center  
 Tel 336 852-0052 | Fax 336 852-6830 | e-mail: ambucs@ambucs.org  
 or write PO Box 5127 High Point, NC 27262



Every AMBUC participates and serves on **one** committee of his or her choice. In addition, they help on the fundraising projects of the chapter. So that your officers may know what your interests are, indicate on which of the following committees you would be willing to serve this year. All possible consideration will be given to your first or second choice.

**Complete and promptly return to your chapter president. Please print.**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

**Rank                      Committee & Description**

\_\_\_\_\_ **Information**

This committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local club. They are responsible for making sure the chapter has an educational or entertaining program at each meeting, handle all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-club activities.

\_\_\_\_\_ **Fun**

This committee insures that the chapter has fun in all its many activities. Their special charge is to continually find ways to make the regular chapter meetings light, fun, and entertaining. Their duties include organizing, promoting, and conducting socials each quarter. They should insure that all new members and guests are included in the fun and welcomed at each meeting. The chapter's Big Hat Club is a vital part of this committee.

\_\_\_\_\_ **Service**

This committee makes sure the chapter is involved in meaningful, vital service to their community. Local community service is most important, but the committee also insures the chapter is up to date and involved in AmBility™, through the AmTryke® project, and AMBUCS™ Scholars-the scholarship for therapists program. This committee is responsible for the financial well being of the chapter, and also recommends fund raising projects to the chapter for approval.

\_\_\_\_\_ **Friendship**

This committee's responsibility is to insure members' needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members.

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 or write PO Box 5127 High Point, NC 27262





## Chapter Leadership Directory

President \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

1st vice president \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

2nd vice president \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Treasurer \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Sergeant-at-Arms \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Newsletter Editor \_\_\_\_\_

Address \_\_\_\_\_

Hm. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile Phone \_\_\_\_\_