

Chapter Name	Niagara Frontier ASTD
Chapter Number (ex. CH0000)	CH2043
Chapter Location (City, State)	Buffalo, NY
Chapter Membership Size	Medium (101 - 300)
Contact Person for this Submission:	Steve Whitton
Email Address:	president@astdniagara.org
Phone Number:	(716) - 289 - 4318
Chapter Board Position:	President
Chapter Website URL:	http://astdniagara.org
Submission Title:	NFASTD President's Meeting -- Informal Learning for Chapter Leaders
Submission Description:	<p>The Niagara Frontier Chapter has President-Elect, President, and Past-President board positions. Three years ago, our Past-Past President, Sue McMullen, started the "President's Meeting", an informal meeting of the three chapter leaders, typically a few days prior to the monthly meeting of the full Board. Most meetings are over dinner and provide the opportunity to discuss the next Board meeting agenda, Chapter and Board issues, and anything that the current President may need assistance with. Now in our third year of President's meetings, we have come to recognize how critical such a simple opportunity to touch base is to the success of the Board and the Chapter that we would like to Share our Success with this best practice and highly recommend it to other Chapters.</p>
Need(s) Addressed? Please be specific.	<p>Our formal board structure serves many purposes for our chapter by providing a clear succession process, on-the-job training for the President and President-Elect, and year-over-year Board continuity. The informal monthly meeting of the leaders is one of the key ways that this actually occurs. The agenda for this meeting is flexible and set by the needs of the President. It provides an opportunity for the Past-President to serve as consigliere to the President and President-Elect, a forum to discuss challenges that may benefit from a smaller group discussion, and time to prioritize the agenda items for the next Board meeting.</p>
What is your chapter's mission?	<p>Our Chapter's vision is to be the "go to" organization for workplace learning and performance within the Niagara Frontier community and our mission is to retain current members by providing relevant professional growth opportunities, grow our membership, and expand our markets.</p>
How does this effort align with your chapter's mission (Please provide specific examples)?	<p>The President's Meeting aligns with our Chapter's mission by aligning the leadership of the Chapter. ASTD Chapter Boards can turn over completely in a three-year time frame. All the binders of financial statements, Standard Operating Procedures, bi-laws, CORE reports, and Strategic Plans are no substitute for a living knowledge of how the Chapter works. The knowledge transfer and personal connection that comes from this relatively simple effort helps keep our Board and our Chapter moving forward in the right direction.</p>
National ASTD's mission is to "empower professionals to develop	<p>The President's Meeting is a professional development opportunity for the leadership team: the Past-President gains experience as a</p>

knowledge & skills successfully". How does this submission align with ASTD's mission? Please provide specific examples.

mentor, the President practices leadership, and the President-elect receives a year-long coaching session on planning, prioritization, and effective decision-making in a leadership role.

Target Audience: (Who will benefit/has benefited from this effort?)

The leadership and the Board benefit directly from the President's Meeting. The Chapter and the community benefit indirectly from the President's meeting.

Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)

The President's Meeting typically lasts 2 hours and costs each of us \$20-\$30 for dinner (~\$80/month). This is an entirely discretionary expense that we pay for out of our own pockets, reserving the Chapter budget for full meetings of the Board. This could easily be done for less or for free.

How did you implement: (please give a brief description)

The President schedules the meeting, sometimes with a reminder from the Past-President or President-Elect.

What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)

We have maintained 100% CORE compliance for the last 3 years, submitting our CORE report early in 2014. Between 2012 and 2013 our membership grew more than 10%. For the last two years we have also received an Executive Proclamation for Employee Learning Week at the County level, elevating the Chapter and the profession in our community, an effort that was directly attributable to the knowledge transfer and coaching at the President's Meeting.

Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)

Transparency is key: it is important that the President's Meeting is not perceived by the Board or the Chapter as a secret cabal. If this is a concern in your Chapter, circulating the meeting agenda, meeting minutes, or soliciting input from Board Members prior to the meeting could help mitigate this. In our case, the next Board Meeting Agenda is the direct output of the President's Meeting and our bi-laws require the vote of the full board for decisions of any consequence.

Please list the specific ASTD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):

The President's Meeting is a way for our Board to build and sustain our own internal relationships by combining Chapter business with fellowship. Bringing together the past, present, and future of our Chapter leadership ensures that key knowledge and best practices are not lost from year-to-year. This is a lesson we have learned at the ASTD Leadership Conference and during our Monthly calls with Chapter Leaders in our region.

How did you become familiar with the Sharing Our Success (SOS) program?

Saw or heard of SOS from another Chapter Leader