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| Your Name: | Laura Vavrek | VP of: | ALL |
| Procedure for: | Chapter Meeting Host (a.k.a., Master of Ceremonies) | Priority: (high, low) | HIGH |
| How often does the procedure need to be performed? (annually, monthly, weekly, etc.) |
| Monthly at the member meeting.2015 Schedule:

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| --- | --- |
| Chapter MeetingDates | Chapter MeetingHost |
|  |  |
| January 13 | Past President |
| February 10 | President |
| March 10 | VP of Membership |
| April 14 | Past President |
| May 12 | VP of Marketing/Director of Social Media |
| June 9 | VP of Programs & Events |
| July (No Meeting) | (No Meeting Host) |
| August 11 | VP of Career Development |
| September 8 | VP of Technology |
| October 13 | VP of Finance |
| November 10 | VP of Administration |
| December 8 | President/President Elect |

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| When does the procedure need to be performed?  |
| As Master of Ceremonies for the Chapter Business, Speaker Introduction, Gift Draw, and Closing Remarks portions of the member meeting. |
| What, if anything, triggers the need to perform this procedure?  |
| * Supports our strategic planning discussion/goal of being a more visible and involved board
* Helps members value the board roles and see the interdependencies of running the chapter
* Showcases each board member’s role and approach
* Helps recruit for succession planning or committee/special project volunteers
* Uses creativity to support our brand image of a fun, energetic chapter
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| List the detailed step-by-step procedure below: |
| 1. Approximately 1 week prior to the member meeting:
	1. Plan your presentation showcasing your VP or Presidential role. Be creative! Cover what you do, how you do it, what you’re trying to accomplish this year (strategic plan), and what you need (committee members, special project volunteers, successor, etc.).
	2. Solicit fellow board members for any announcements they would like to make or have made
	3. Ask VP of Membership what slides will be included in the Chapter Spotlight Presentation that runs prior to the program and if any should be highlighted specifically that month
	4. Give VP of Membership slides you would like included in the Chapter Spotlight Presentation, if any
	5. Ask VP of Finance for current chapter financials to share with membership
2. Day before or day of member meeting:
	1. Send reminders calling for announcements, financials, or any other information you have not yet received
	2. Check current chapter membership number via Wild Apricot (or ask VP or Membership or Meeting Coordinators)
3. At member meeting, the VP of Programs & Events will tell you when to begin:
	1. ~20 minutes: Chapter Business and Role Showcase
		1. Introduce yourself and welcome members to the meeting
		2. Announce current membership number/data
		3. Introduce any new members and give them an opportunity to give their elevator speech
		4. Review chapter business (e.g., financials, announcements from other board members, upcoming events, Chapter Spotlight slide review, etc.)
		5. Showcase your role on the board
		6. Call for member Wants and Needs
	2. ~5 minutes: Quick Break
	3. ~5 minutes: Introduce Speaker (or call on appropriate board member or other to introduce speaker)
	4. ~5 minutes: Closing
		1. Thank speaker and present with any appreciation gifts
		2. Facilitate member giveaway drawing
		3. Closing remarks
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