**Get Ready: Before Your Term Begins**

* Meet with the current director of student relations to discuss the responsibilities, standard operating procedures, resources, and best practices for the role. Review their contributions over the past year, progress toward annual goals, and ideas for the future.
  + Materials to review: [position description](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Resources%20By%20Leadership%20Position%20Toolkit/ATDDirectorStudentRelations.doc?_ga=2.100310942.1837891381.1544452308-1106022880.1509126965), board member contact information, standard operating procedures, role-specific resources
* Mark your calendar for upcoming board meetings and important chapter events.
  + Materials to review: chapter website and shared calendar
* Learn about the benefits of student membership at both the chapter and ATD.
  + Materials to review: chapter membership webpage, [ATD Students webpage](https://www.td.org/higher-education/students)
* Brainstorm ideas for the year ahead and think about what impact you hope to have on the chapter.

**Get Set: The First 30 Days**

* Meet with the board to learn more about the chapter’s mission and vision, health, and operational plan.
  + Materials to review: chapter mission and vision, chapter health dashboard, chapter operational plan
* Review the board’s policies, procedures, and communication tools and familiarize yourself with the expectations of individual board members.
  + Materials to review: board policies and procedures, communication tools
* Complete the Chapter Leader Onboarding Checklist to learn about ATD and the resources available for ATD chapter leaders. Connect with your Chapter Relations Manager (CRM) and National Advisor for Chapters (NAC) to share questions and discover best practices.
  + Materials to review: [Chapter Leader Onboarding Checklist](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/Board%20Development/Chapter%20Leader%20Onboarding%20Checklist.pdf?_ga=2.9486963.754894907.1543940307-1106022880.1509126965), [CRM contact information](http://www.td.org/crm), [NAC contact information](http://www.td.org/nac)
* Review the Chapter Affiliation Requirements (CARE) to learn about student-related data that you will need to track throughout the year.
  + Materials to review: [CARE webpage](https://www.td.org/chapters/clc/care), [CARE Element Matrix](https://www.td.org/chapters/clc/care/element-matrix)
* Assess how the chapter engages with local universities and supports student members.
  + Materials to review: [Engaging With Students and New Professionals Toolkit](http://files.astd.org/ChapterServices/Toolkits/Engaging%20Students%20and%20NP%202015.pdf?_ga=2.173642403.1837891381.1544452308-1106022880.1509126965), [Chapter Interest Group Toolkit](http://files.astd.org/ChapterServices/Toolkits/Chapter%20Interest%20Group%20Guide%202015.pdf?_ga=2.173642403.1837891381.1544452308-1106022880.1509126965), [Working With Partners Toolkit](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Working%20with%20Partners%202018%20Final.pdf?_ga=2.253169162.240878155.1549895109-1106022880.1509126965)
* Develop an elevator pitch to share information about the benefits of chapter membership with students.
  + Materials to review: [Elevate Your Recruiting Message webcast](https://www.td.org/videos/elevate-your-recruiting-message)
* Connect with the VPs of membership and programs to discuss how the chapter’s current membership benefits and program offerings can better serve student members.
* Explore opportunities to develop chapter recognition programs, such as awards or scholarships, for students. If your chapter has an existing recognition program, you can identify opportunities for improvement.
  + Materials to review: [Developing a Chapter Awards Program Toolkit](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Chapter%20Awards%20Program%20Toolkit%202015.pdf?_ga=2.160692157.1837891381.1544452308-1106022880.1509126965)
* Review Sharing Our Success (SOS) submissions related to professional development to identify best practices that you can implement at your chapter.
  + Materials to review: [Professional Development SOS Submissions webpage](https://www.td.org/chapters/clc/sos/sos-all/professional-development)

**Go: 60 Days In**