**Get Ready: Before Your Term Begins**

* Meet with the current VP of programs 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/ATDChapterPrograms.doc?_ga=2.134995697.1837891381.1544452308-1106022880.1509126965), board member contact information, standard operating procedures, role-specific resources
* Mark your calendar for upcoming board meetings and important chapter events. Review ATD’s Conferences and Events webpage and note events that will take place in your region.
	+ Materials to review: chapter website and/or shared calendar, [ATD U.S. Conferences webpage](https://www.td.org/events/us-conferences)
* Learn about the chapter’s process for planning monthly programs and annual events.
	+ Materials to review: chapter programming calendar, conference project plan
* 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 the professional development opportunities the chapter will need to organize 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)
* Collect feedback from chapter members about potential program topics through conversations, surveys, and a review of prior program evaluations. Identify potential speakers, locations, and sponsors.
	+ Materials to review: chapter member surveys, past program evaluations, [Chapter Speaker Resources webpage](https://www.td.org/chapters/clc/chapter-speaker-resources), [Working With Partners Toolkit](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Working%20with%20Partners%202018%20Final.pdf?_ga=2.8839734.240878155.1549895109-1106022880.1509126965), [Building Win-Win Strategic Partnerships webcast](https://www.td.org/videos/building-win-win-strategic-partnerships)
* Develop an elevator pitch to recruit new chapter members, volunteers, and committee members to support the planning and execution of chapter programs.
	+ Materials to review: [Elevate Your Recruiting Message webcast](https://www.td.org/videos/elevate-your-recruiting-message)

**Go: 60 Days In**

* Review Sharing Our Success (SOS) submissions related to programming 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)
* Record and analyze programming data to assess the success of your chapter’s events and identify opportunities for improvement.
	+ Materials to review: chapter program data
* Connect with the VP of marketing/communications to brainstorm ideas for improving the chapter’s event marketing strategies.
	+ Materials to review: event marketing resources