Great Lakes
Chapter President & President-Elect Preparation

Chapter President Office Duties and Responsibilities
July 1, XXXX-1

Your job actually starts with your election to President-Elect

Spend the year getting to know expectations
Mirrors

• Regular conversations with the Current President

• sharing of e communications

• Discussion on CSI Issues
Outstanding Chapter Time Line

Great Lakes Chapter President Training
President-Elect

• Take an interest in sharing the events for your chapter.

• The MORE you get involved, the easier it will be for you at the top.
Chapter President

You Made It!

Congratulations!

(I’m Sorry….)
Paperwork

- Collect the right forms
  - Agenda templates
  - Meeting notice templates, emails
  - Board invitation lists,
  - Agenda
  - Budget
  - Call list
  - Meeting minutes
  - Treasurers report
  - Directors report
  - Whatever report!
Paperwork $$$

• Signature Cards
  – You are a signatory for the chapter now.
  – Treasurer can help with bank identification, location, joint visit
    • (they need to know it’s you!)

-Budget presented July Board meeting, August Approval
Planning Meeting

- Get the new officers together for a planning meeting in June/July.
- Best move you will make!

Looking at your Year ahead

Program included (csinet.org)
Maintain/Update

- By-Laws
- Operating Guide
- Strategic Plans
- Surveys
- Officer Data Bases
- Chapter Communication Platform
Foundation Stones

Traditional Events

• Chapter Meetings
• Golf Outing
• Trade Show
• Specifier

• All Covered?
Keystone Events

- “Day at the Races”
- “Procrastination Day”
- Member Orientation
- Scholarships
- Elections
Hello Leader
Elections happen no later than the April Meeting!

February nominations
March visibility month
April Meeting vote,

because......

Updating Forms for the CSI Website is an important part of the job.
Hello Leader

Officer and Chair Updates Due!

This is just a quick reminder that the Chapter and Region Officer and Chair Update Forms are due by the end of the day (typically the second week of MAY). To update your chapter officers online, have your President or Secretary visit The Online Update Tool or have any of your current officers download and complete the appropriate form below.

Chapter Update Form

Updating Forms for the CSI Website is an important part of the job.
Hello Leader

Awards Deadline- First Friday in May!

Awards are important for the chapter
Rewards

• We have a GREAT Region with fantastic chapters.
• With a little forethought and communication…
• You will have a Great Year!!!!!
Additional Tools:
Best Practices for Effective Chapter Meetings
Chapter Administration Guide
Chapter President Guide
LIFE Articles
Looking at your Year Ahead
Presidents Training
Social Media
Volunteer Leadership Management
Why CSI

Most Available on csinet.org
Others by request-
thadg@nationalgypsum.com

Happy Reading!
THANK YOU

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