



CHAPTER TOOLKIT

Plan and Host Your Chapter Meeting

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Overview

Chapter Toolkits provide resources and ideas to help a Chapter become more effective in delivering value and benefit to its local membership.

This Chapter Toolkit is developed for Chapter leaders to assist in planning and hosting successful Chapter meetings. The quality of your local Chapter meetings will influence the opinion your members have about your local Chapter. By making your meetings interesting, easy to get to, and educational – you will be well on the way to having a successful local Chapter.

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Why Local Chapter Meetings Are Important

Chapter meetings are extremely important to develop your Chapter. Here you can interact with colleagues, local members can have networking opportunities, peer exchange with other industry members, contribute your knowledge, and benefit from the experience and expertise of others.

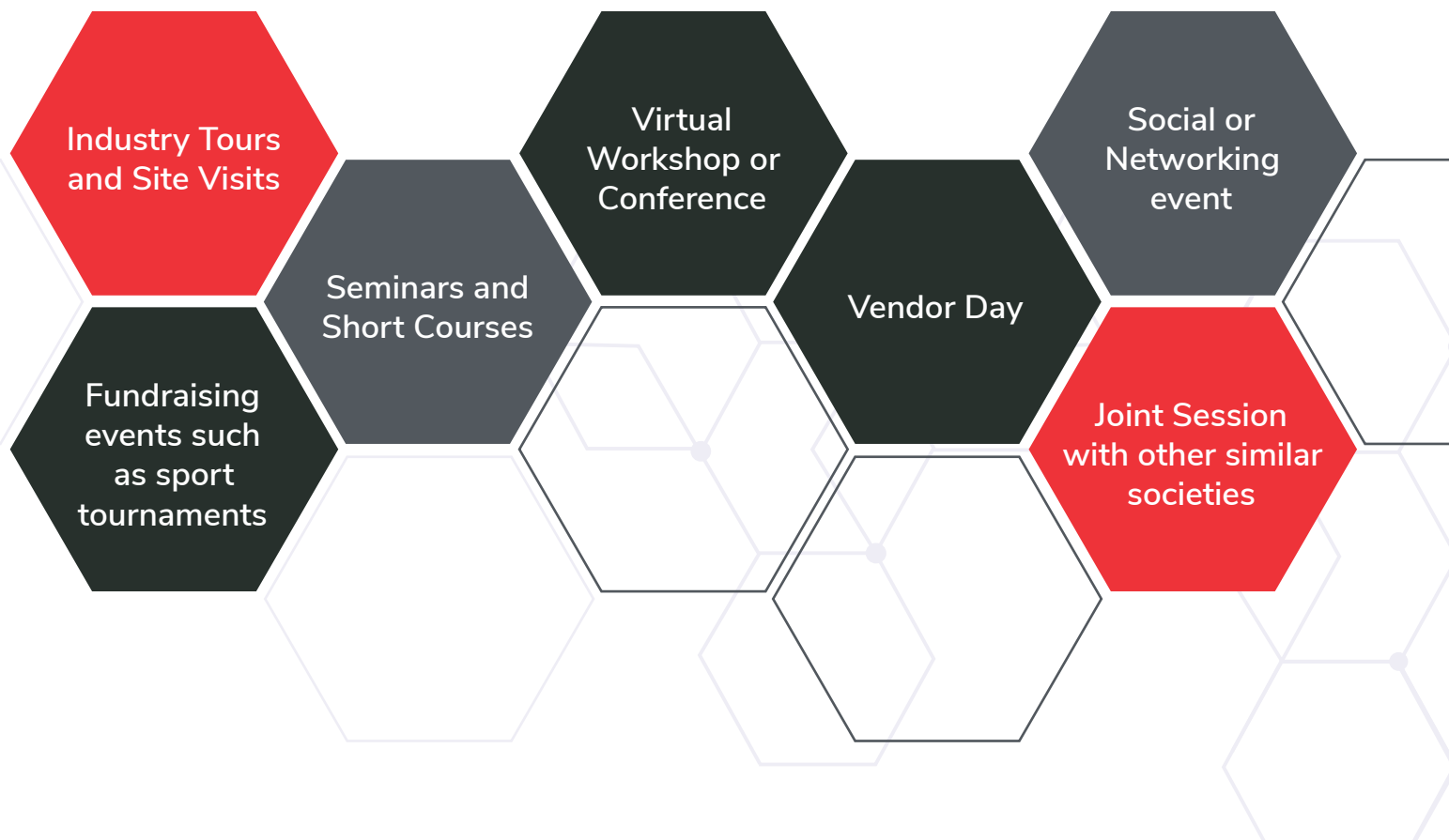
Chapters meetings are **a grassroots initiative with geographic affiliation designed to enhance member value and strengthen the industry**. By including non-members in your meeting, you can also help to develop membership in AMPP.

TYPES OF LOCAL CHAPTER MEETINGS

Select an event format that aligns with your Chapter's meeting purpose. Determining the type of meeting will help decide how best to structure and conduct your event during the planning process.

Your Chapter may choose to conduct a variety of different meetings during the year to accommodate the varying needs of your members or meet the goals of your Chapter.

Different types of meetings include:



Steps for Planning a Chapter Meeting

DETERMINE WHERE AND WHEN

The easiest way to determine the best date, time and location for your meeting is to survey the membership. Tools such as Survey Monkey (www.surveymonkey.com) or Doodle Poll (<https://doodle.com/>) are free online resources that will allow your Chapter to quickly receive feedback from members and determine the ideal meeting time or location.

Once your survey has been completed, analyze the results to determine the best date and time as well as possible topics.

With a list of preferred dates and times, you can work on selecting the proper location. The selection of the meeting site can enhance the program and attendance at the Chapter meeting. Your Chapter may opt to have a regularly established meeting, such as the second Tuesday of every month over lunch. Alternatively, a Chapter may choose to vary the meeting time and location to meet the needs of many members.

As a reminder, Chapters must hold at least two meetings of the general membership annually.

INVITATIONS

- You can download your current member list in your area. This can be done through your AMPP profile if you are the Chair or Membership Activity Chair of a Chapter.
- Once you have your list ready, send out an email blast with your invite, but feel free to think outside the box as well. Other social networking tools are all available.

Tip: Utilize the Marketing Toolkit to learn best practices and policies for sending Chapter emails.

- Encourage the members on your list to share the invitation with non-members.
- Check in and send reminders to your list leading up to the meeting. Good options are an email with additional information about the topic/speaker, followed by a “last chance to register” email.

PREP FOR THE MEETING

- Once the RSVP deadline has passed, create your registration list (with plenty of room for walk ups).
- Work with the host venue to confirm all details are taken care of. Networking opportunities are an important aspect to AMPP and Chapter meetings. This can be facilitated with refreshments of any kind. Generally, the host site determines what snacks or beverages are available depending on the time of day, attendance and costs.
- Take photos of the event if possible.
- Enjoy your meeting. You did an outstanding job.

Virtual Chapter Meetings

Virtual meetings may be new territory for your Chapter due to travel restrictions or local CDC mandates. Your Chapter may hold virtual events out of necessity. Still, it may also serve as a solution for members who live in congested areas where it takes too long to travel to local Chapter meetings or for members who can't take time away from their busy work or family schedule.

Have a clear agenda – Establish an agenda that clearly sets out the topics to be covered, the desired outcome and expectations for attendee input for each agenda item (information, vote, decision, etc.), the amount of time assigned for each item, and who is responsible for presenting. A set agenda keeps attendees focused, on-topic, and engaged.

If possible, schedule agenda items by time of day so that those calling in for a particular topic will know when to expect that item to be covered.

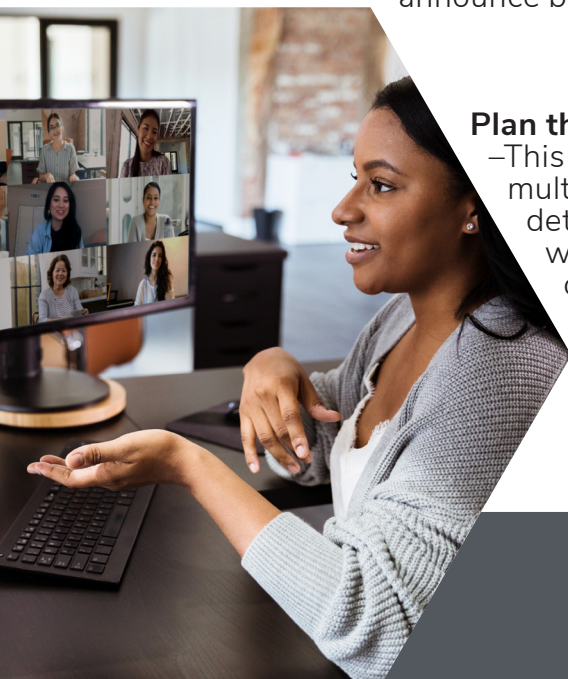
Choose times carefully – Select meeting times that consider different time zones. If the meeting lasts more than 90 minutes, build in deliberate breaks. If participants are joining for specific agenda items, place those at the beginning of the meeting or after a significant break to allow people to drop off when done.

Know who will attend – Pay special attention to those who will be joining from various time zones. Knowing this will help long-distance attendees feel more welcome and allow the meeting to be structured to better accommodate different times.

Design the meeting with a common visual focus – Unless the meeting is just a short, small-group telephone call with a straightforward agenda, plan to have something visual to help focus attendees' attention. Use PowerPoint slides, the White-Board function, desktop sharing, or other tools to give participants a visual focus. Prepare a meeting "lobby" or "stand-by" slide to use before the meeting starts so people joining know they're in the right place. Also, prepare visuals to announce breaks, etc.

Plan the meeting with specific opportunities to engage all attendees

–This is especially important so that virtual attendees don't succumb to multi-tasking or feel forgotten by the group. Look at the agenda and determine which items would benefit from input, and which tools would best engage the virtual attendees. Implement tools such as online polls to ensure all participants are active contributors.



Send out all material ahead of time – Ensuring participants have the agenda and any documents or presentations at least two days before the meeting (two weeks is better) is critical to making sure participants are prepared. Ask that presenters have their materials submitted in enough time to make such distribution.

Have a backup plan – Virtual meetings depend on technology which may not always function as planned. Have documents and presentations ready ahead of time in case the online part of the meeting is unavailable.

Know what tools the meeting will require – Look at the agenda and determine what virtual tools are needed for a successful meeting. Will people be connecting via teleconference only, or will they also be using an Internet collaboration tool (such as WebEx, Zoom, GoToMeeting, Microsoft Teams, Skype)? What desktop applications will be shared (Word, Excel, PowerPoint)?

Make sure participants are ready – Ensure that all required information to connect to the meeting and take advantage of the tools is sent out ahead of time.

Do a dry run – Don't wait until five minutes before the meeting to find out you can't connect to the internet, you don't have access codes, microphones don't work, phone jacks or computer drops aren't live, or software isn't loaded. Set up a test meeting to confirm that all equipment works.

Arrive early – Arrive at, log into, or call into the meeting early to ensure that all software and connections are working correctly.

Limit background noise – Mute phones unless speaking. Be aware of background noises (heavy breathing, typing, pets, children, traffic, etc.) and avoid subjecting the rest of the participants to these as much as possible.

Identify yourself – Knowing who is participating in a meeting and who is speaking at any one time is critical to a successful meeting. Participants should identify themselves when joining a virtual meeting. Always identify yourself when speaking.



Avoid multitasking – In a “connected” world, it is hard to keep participants from checking their email or otherwise multitasking even when sitting at their desks. It is incredibly tempting for remote participants. But participants should be responsible for giving the meeting their full attention. Turn off cell phones, resist checking email, and stay with the meeting.

Be polite – Good manners are essential as people work to overcome some of the challenges of meeting virtually. Remember that virtual attendees cannot see body language, so speakers need to be mindful of how attitudes come across without visual cues.

Set expectations before the meeting – Ensure that agendas, presentations, documents, and background materials are sent out ahead of time.

Verify connectivity – Before starting the meeting, verify that everyone can hear and see the presentation correctly.

Instruct attendees on processes/tools for providing input – At the beginning and then periodically throughout the meeting, review how attendees should signal their desire to ask a question or comment on an item (using the “raise hand” software function, typing a question in the chat window, jumping in verbally, etc.).

Follow the agenda – Following the agenda and sticking to assigned times will keep participants in sync with what's being discussed. Sticking to set times is especially important if individuals are joining just for specific agenda items.

Encourage feedback – The Chair or facilitator should actively seek out and encourage feedback for virtual attendees throughout the meeting. Conduct regular process checks (every 15 minutes or after each agenda item) to allow individuals to offer input and keep participants engaged.

Conduct a meeting evaluation – At the end of the meeting, it is helpful to poll all participants on what worked and what didn't work well.



Ideas and Resources for AMPP Chapters

If your Chapter wants to explore new ways to engage the local membership, this list of ideas and possible resources may help jump-start your planning process.

1. **Resource:** If you would like to host a meeting for more than 30 minutes AMPP HQ has a limited number of zoom accounts, but we are happy to coordinate the use of an account for your chapter. We would be happy to use this as a way to transition one of your canceled in-person events into a virtual program.
2. **Idea:** Create webinars to address local issues. Tap a local or national speaker with a local contact to give the local/national view.
3. **Idea:** Consider simulcast events and divide the effort to create a virtual event with other Chapters. This will also result in a larger pool of attendees.
4. **Idea & Resource:** Start a virtual book club for members of your community with an interest in a specific area of expertise. Select a book from the AMPP bookstore and we will work with you to see if the author is available to lead a discussion and answer questions (if applicable).
5. **Idea & Resource:** Host virtual study groups for members of your community (and beyond) who are planning to take an AMPP course or are studying for their exam. Call on local subject matter experts or contact us and we will reach out to AMPP instructors to invite them to participate in your event.
6. **Idea:** Socialize for the fun of it! Bring your Chapter members together for an informal virtual gathering. Organize a game of trivia with questions about your region and/or the corrosion profession.
7. **Idea & Resource:** If you've had to cancel a conference or event, ask your speakers if they would be willing to deliver their presentation live or in recorded format. If you do this and are open to sharing your content, we would be happy to send an invitation to other AMPP Chapters on behalf of yours.



Professional Development Hours

Chapters may want to consider offering Professional Development Hours (PDHs) to attendees of educational sessions. The PDH is a unit of measure that recognizes continuing education.

Professional development hours are required for most AMPP credentials after attaining the credential or since the last renewal. AMPP's certification renewal applications will accept PDH from Chapter meetings to fulfill the PDH requirement of renewal. Additionally, many State Engineering Boards require a specified number of PDHs as part of their renewal process. Requirements and qualifications for PDH credit vary among State Engineering Boards; however, most Boards will recognize technical activities and relevant to the improvement of the engineer's job skills.

Providing proof of PDHs is one way to ensure attendees gain value from your Chapter meetings.

As a provider of PDHs, the following guidelines are recommended:

- At least 50 minutes of active presentation/participation is required for 1 PDH credit.
- Technical presentations/educational sessions at Chapter meetings may qualify for PDH credit.
- Provide attendees documentation of their attendance.

State Boards have final approval authority on the determination of credits. Members should check with their state Boards to confirm what is applicable for renewal credit.

A certificate template is available on the next page.





CERTIFICATE OF PROFESSIONAL DEVELOPMENT HOURS

Be it known

has attended an AMPP sponsored meeting on

In recognition whereof, Professional Development Hour(s) are awarded.

DATE

CHAPTER OFFICER