



## CHAPTER & LEADERSHIP DEVELOPMENT

Chair: Cerrina Jensen  
EC Liaison: Dane Rianhard  
Month: May 2020

- President's Guidebook Review needs to be updated
  - The following areas need to be addressed
    - Duties and Responsibilities of RVPs (p3) last bullet. Does it need to be edited now?
    - Committees & Their Structure (p?) clean up terminology. "Sales Congress"? Add Medicare? Yes. Change "Newsletter" to "Communications"? Yes
    - Newsletters (p20) modify the different ways to communicate and other updates
    - At the end, add "Uh Oh, I Need Resources" What to do when there's a troublesome board member, haven't filed taxes in a while, etc. Contacts for issues
    - Add succession planning information.
    - Add a basic index or instruction about using "Control F" to search
    - **Committee asked to review the guidebook for relevance**
  - 18-month calendar:
    - Generic
    - Review what a president should be planning for her term
    - **Committee asked to review and ensure that all the key information is listed**
    - Add to Guidebook
- Keith is presented "Chapter Basics" for the April Chapter Leader webinar
- Mini Training Videos
  - **Committee asked to think about what's missing from the training videos**
  - Looking for brevity
  - **Committee feedback due to Cerrina on May 18**

Items in red = action items