
Local Chapter Success

APHON Local Chapter Committee

How is your local chapter perceived?

- Component of your chapter's presentation comes from leadership
 - Are leaders passionate and committed to improving the chapter?
 - Chapter leaders should be role models for qualities that you want your members to demonstrate
 - Are your leaders professional, responsible, honest?
 - Are your leaders working well together as a team?
-

Local Chapter Leaders

- Why become a leader?
 - ❑ make an impact on other nurses
 - ❑ meet new people on a national and local level
 - ❑ develop leadership qualities
 - Where to look for leaders?
 - ❑ among your current membership: mentor
 - ❑ among coworkers: recruit
 - Who can be a leader?
 - ❑ Anyone!
-

Steps to Local Chapter Success

1. Assess interests and needs of your members
 2. Plan goals with members' and chapter's needs
 3. Elicit support from members to complete goals
 4. Partner with other local chapters and/or your community, if needed to achieve goals
 5. Obtain financial support
 6. Measure the programs and evaluate results
 7. Establish ways of recognition
 8. Publicize your achievements
 - ❑ on a local level at local chapter meetings
 - ❑ on the national level through APHON Counts and LC awards
-

Step 1: Needs Assessment

- Based on practice
 - clinical issues
 - new practice changes
 - Based on discussion
 - hold brainstorming meeting to generate ideas
 - Based on informal data
 - needs assessment survey from members
-

Step 2: Develop Goals

- Goal is a statement of a purpose or a result that you are attempting to achieve
 - Goals may require specific objectives to outline steps needed to accomplish the goal
 - Provides chapter with:
 - focus
 - ability for members to work together
 - sense of accomplishment
-

Step 3: Elicit Support from members through motivation

- Volunteers must feel that they are needed and are essential to the process
- Communication is key to motivation
 - need to know what is going on and what is expected of them; set goals with them; keep everyone informed of progress
- Recognition to keep motivation going
 - make volunteers feel proud of the job they are doing
 - give credit for a job well done
 - acknowledge accomplishments publicly and privately

Step 3: Elicit Support from members through delegation

■ Assign tasks

- ❑ start with small jobs or tasks then increase responsibility among members; smaller tasks may seem less intimidating and will allow an individual to gain confidence
- ❑ provide specific information and timeline with the task
- ❑ make members feel valued and needed

■ Develop committees

- ❑ assign individuals to chair various committees, such as educational, fundraising, membership, community service, by-laws, scholarship

■ Acknowledge contributions

Step 3: Elicit Support from members through mentoring

- A mentor provides a protégé with:
 - practical knowledge, guidance, support, and feedback
 - role modeling
 - Find potential new leaders within chapter and foster their leadership skills
-

Step 4: Partner with others if needed

- Use your resources!
 - ❑ Consult previous local chapter officers for their advice and experience
 - ❑ Seek nearby local chapters for partnership on some goals
 - ❑ Utilize the local chapter listserv for brainstorming and feedback about local chapter issues
 - ❑ Refer to the local chapter handbook
 - ❑ Stay in contact with the local chapter committee
-

Step 5: Obtain financial support

- Maintain good communication with fundraising committee
 - Financial support can be obtained through:
 - Dues
 - Fundraising initiatives
 - Sponsorship
-

Step 6: Measure programs and evaluate results

- Measure programs through goals and objectives previously set
 - Evaluate the event
 - how did the event turn out
 - what can be improved in the future
-

Step 7: Establish recognition

- Acknowledge members' accomplishments at local chapter meetings
 - Send letters of acknowledgement
 - to members recognizing their willingness to volunteer
 - to employers, letting them know about members' contributions to your organization
 - Send letters of appreciation
 - thank you letters for a job well done
 - thank you letters to officers at completion of term
 - utilize e-mail for increased efficiency
 - CC to their manager for recognition
 - Reward members by involving them in new initiatives
 - ask them to lead the next project or appoint them to a committee
 - ask them to consider running for office
-

Step 8: Publicize your achievements

- Acknowledge your chapter's accomplishments at meetings
 - Celebrate in APHON Counts by highlighting events in local chapter column
 - send information to your vice-chair for forwarding on to editor
 - Sponsor a social event to celebrate successes
 - revisit the accomplishments of the year for membership
 - inform local newspapers of outreach activities
 - Apply for Local Chapter Awards
 - Local Chapter Excellence
 - Local Chapter Community Service
-