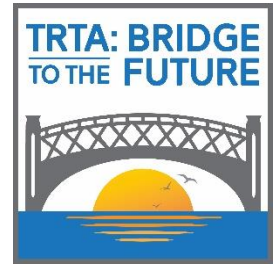


Local Chapter Presidents Are the Key to TRTA's Success!



The TRTA Local Chapter Presidents:

1. Preside at local chapter meetings, inform local membership on a regular basis about TRTA, district and local chapter activities and work to increase membership.
2. Disseminate TRTA information and report changes of officers or committee chairs to the district president;
3. Follow the monthly calendars in the TRTA Leadership Manual and complete other items as assigned to fulfill the objectives of TRTA.

**Effective and happy Local Chapter Presidents know that it is not a one man/woman job!
You have a tremendous support system!**

COMMITTEE CHAIRS HELP KEEP THE Membership Informed

- They communicate with district chairs
- Provide information at local meetings
- Can have co-chairs or committees

EXECUTIVE COMMITTEE

Minimum of 5 Officers:

President, First VP, Second VP, Secretary and Treasurer help you plan and conduct your meetings

COMMITTEES

Your chapter may have more committees if you so choose

- Legislative
- Membership/Volunteer Services/Community Involvement
- Communications
- Retirement Education
- Member Benefits
- It is also suggested that you appoint a Parliamentarian and Historian.
- BECOME FAMILIAR WITH THE LEADERSHIP MANUAL

A MINIMUM OF FIVE (5) MEETINGS

- What defines a meeting???
- What is important that needs to be part of the meeting?
- What kind of meetings attracts more members?



Ten Top Tips for Local Chapter Presidents

1. Give TRTA a priority in your year as president. Don't be a one day a month president.
2. Develop a Team; it's not a one man/lady job!
3. Create an atmosphere of fun at your meetings so that people want to come and bring guests.
4. Give new members a job quickly that doesn't scare them away. Don't let them sit there and wonder why they joined TRTA. If possible, make your three newest members your membership committee and rotate the senior member off each time they find a new member.
5. Organize your committees **before** you take office in July. For small local chapters, committees may consist of 1 or more members.
6. People don't join only for camaraderie. Have significant **service projects** throughout the year involving different people.
7. Ask your members **what they want** from TRTA and **how they would improve your chapter**.
8. Make sure that you provide ample opportunities to include the **spouses/partners**. Spouses/partners have a significant influence on the member.
9. Meet and work with other Local Chapter Presidents in your District. They may have solutions for problems you face or have good ideas you have not considered.
10. Talk to your elected officials and make sure they know about TRTA. Talk at schools "in service" meetings in August. Even five or ten minutes will help.

Your Local Chapter will only be as enthusiastic as you are!

Your role as President is a wonderful opportunity for you to meet dozens of terrific people you would never have met otherwise.

Important to know:

AWARDS – those given at the local level:

Award templates are sent to local chapter presidents by TRTA.

YEARBOOKS:

AMBA will pay \$100 for use of their advertisement in your yearbook.

NEWSLETTERS they are not your duty! If you want one get help!

- Email of newsletter saves postage and helps keep the membership informed.
- Can contain member news, committee info, legislative information.

PRESS RELEASE -Helps let the community know about you!

- Place and time of meetings
- Program and Committee information
- Community involvement



BUDGET – Work with your Executive Board to develop it!

- Work with treasurer and executive committee to develop a budget. (Some locals may have a budget committee).
- Treasurer presents budget at first meeting and President puts it before the membership for approval.

CHANGES in Officers and Chairs:

Any changes in officers or committee chair positions that occur after May 1 should be reported to the District President and the State Membership Department at TRTA (membership@trta.org).

IMPORTANT DATES

- **November 1** - Districts submit one E.L. Galyean nomination to the State
- **January 15** - Applications due to state to run for state office (if picture is wanted in *The VOICE*) on even numbered years.
- **February 15** - Local Standing committee reports due to district counterparts.
- **May 1** - Local officers/committee chairs need to be to state office.

