



Chapter Presidents are the Key to TRTA's Success!

The TRTA Chapter Presidents:

1. Preside at Chapter meetings, inform Chapter membership on a regular basis about TRTA, District and Chapter activities and work to increase membership;
2. Disseminate TRTA information and report changes of Officers or Committee Chairs to the District President and State office;
3. Serve as coordinator of the awards programs for the Chapter and distribute Chapter awards; and
4. Follow the monthly calendars in the TRTA Leadership Manual and complete other items as assigned to fulfill the objectives of TRTA.

**Effective and happy Chapter Presidents know that it is not a one-person job!
You have a tremendous support system! Become familiar with the TRTA Leadership Manual!**

EXECUTIVE COMMITTEE

Minimum of 5 Officers: President, First Vice-President, Second Vice-President, Secretary and Treasurer help you plan and conduct your meetings.

COMMITTEE CHAIRS

- Help keep the membership informed
- They communicate with District Chairs
- Provide information at Chapter meetings
- Can have Co-Chairs or Committees

COMMITTEES

Your Chapter may have more Committees if you choose: Communications, Legislative, Member Benefits, Membership/Volunteer Services/Community Involvement, Retirement Education. It is also suggested that you appoint a Parliamentarian and Historian.

Ten Top Tips for 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 person 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 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 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.

Important to know:

AWARDS

- Given at the Chapter level
- Award templates are sent to 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 Chapters may have a Budget Committee).
- Treasurer presents budget at first meeting and President puts it before the membership for approval.

LEADERSHIP CHANGES

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.
- See pages 129 and 130 in the *TRTA Leadership Manual*