

PRESIDENT CHECK-LIST

While you have time off over summer, work on these elements of Chapter Programming and Operations. Consider bringing up these topics in an Exec Board/Council retreat, and delegate among your Chapter's leaders.

RECRUITMENT PLANNING

- Scenario Building**
How would institutional plans affect your plans?
- PNM list**
Start requesting emails from the school and ask for recommendations from the Chapter.
- Resource Development**
Start making content if you think it would help, such as a video for Recruitment.

GOVERNING DOCUMENT REVIEW

- Bylaws**
Do your Bylaws reflect how you currently operate?
- Operating Policy**
Are your processes and procedures outlined well?

SOCIAL MEDIA MARKETING

- Sign up for Social Media Bootcamp by May 27th**
- Create a Content Calendar**
A backlog of posts and photos you can use

TRIPOD EVENT BRAINSTORM

- Read through VCO**
The Virtual Chapter Operations guide has many examples of events that work well online.
- Scenario Building**
How would institutional plans affect your plans?
- Evaluate Spring 2020 events**
What went well? What could improve?

SUMMER ENGAGEMENT

- Reach out to Each Member**
Send a message that shows you care.
- Plan Some Hangouts**
From movie nights and games to volunteer opportunities and Leadership in Action, schedule a handful of events.

