

2024 NASEMC Chapter Guidelines

First 30 Days

Finalize Documentation

- Complete and submit the Chapter Charter and Bylaws to NASEMC

Set Up Communication

- Create a mailing list for chapter members and affiliates
- Establish a LinkedIn subgroup within the NASEMC LinkedIn group

Set Up Leadership Meetings

- Schedule and prepare agenda for the first chapter leadership meeting
- Schedule regular meetings

Begin Member Recruitment

- Start promoting the chapter to potential members and affiliates

First 60 Days

Plan Inaugural Event

- Schedule your chapter's first event, open to both members and affiliates

Send First Communication

- Draft and send the first quarterly communication to members and affiliates

Prepare for Reporting

- Request templates for tracking financials and activities for quarterly reports from NASEMC

First 365 Days

Hold Events

- Host at least one member-only event
- Aim for quarterly events for members and affiliates

Attend NASEMC Meetings

- Participate in both annual NASEMC/Chapter collaboration leadership meetings

Complete Reporting

- Submit all quarterly reports, including financials
- Ensure all chapter documentation is stored on NASEMC's file storage platform

Hold Annual Business Meeting

- Hold the required annual members-only business meeting

Review and Adjust

- Evaluate the chapter's first year performance
- Adjust strategies based on member feedback and NASEMC guidelines

Prepare for Leadership Transition

Hold Elections

- Review NASEMC election processes
- Begin planning for potential leadership changes in the coming year

Conduct Annual Recruitment

- Plan recruitment drive, communication, and events to encourage membership and engagement.