

Chapter Advocates Script (2017)

The Chapter Advocates purpose is to enhance communication and to be the liaison between his assigned Chapters and the District/Society. He serves as a resource to both the Chapter and District and has specific duties and responsibilities that are intended to encourage progress. The reports provided by Chapters, via their Advocates, function as important indicators to the District and are very useful in the development of programs and policies.

The items for discussion are for the Chapter Advocates and Chapter Presidents when the bi-annual **Chapter reports are being completed via personal contact or phone call**. The Chapter Advocate will add some of the discussion information to the report and forward it to their Division Vice President. The Division Vice President will forward the final report to Dan True, Derek Glenna and the Chapter President. The discussion items below will change occasionally to reflect District priorities.

The Spring Chapter Report covers October 1st to March 31st time period and is required for the Spring District Convention. The Fall Chapter Report covers April 1st to September 30th and is required for the Fall District Convention. Some reported details may project into the next reporting period and provide information on future actions.

Items for discussion and to listen for when communicating with Presidents:

Spring Report: (period Oct 1 – Mar 31)

Officers attend Leadership Academy
Officer Installation/Recognition/Awards
Defined Chapter goals and action plans
Planned monthly Chapter Board meetings
Required Chapter Reporting:
 IRS 990 Return by May 15
 Chapter Financial Review by May 15
 Reports to Nashville by May 15
 Chapter Incorporation Renewal
Chapter Achievement Award report submission
Spring/Fall Annual show/show clearance
Participate in Standing Ovation Program
YIH Camp - Fall Convention - \$ support
Membership activities/retention
Quartet Coaching schools/clinics
Community involvement/performances
Marketing and PR in community
Division Contest participation plans
Singing Valentines plans
Summer Activities planned
General Chapter assessment

CA involvement with Chapter – installations, presentations, attending annual show, chapter or board meeting, ...

Fall Report: (period Apr 1 – Sept 30)

Chapter goals and action plan - progress
Board Meetings – Regular/productive
Chapter Officer election by October 15th
New Officers reported on Ebiz by Oct 30th
Leadership Academy attendance (January)
Fall/Spring Annual show/show clearance
Participate in Standing Ovation Program
YIH Camp – Fall Convention - \$ support
Chorus coaching/improvement/ongoing plans
Community involvement/performances
Membership activities/retention
Marketing and P/R in community
Website status/updates
General Chapter assessment

Supplementary Information:

Singing Valentines results
Spring Division contest results
Summer Activities involvement
Local Community Celebrations

CA involvement with Chapter – installations, presentations, annual show, chapter or board meeting, ...