

Chapter Advocate Script (2018)

The Chapter Advocate's role 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.

Chapter Advocates are to review the LOL Chapter Reports and identify possible discussion points to address during the **follow up personal contact or phone call** with the Chapter President. Further discussion items are listed below and will change occasionally to reflect District/Society priorities. The Chapter Advocate may add some of the discussion information to the report and forward the Chapter Reports to their Division Vice President. The Division Vice President may identify items requiring further follow up and will forward the **final** reports to Dan True, Gordon Billows, Judd Orff and the Chapter President.

The Spring Chapter Report, covering **September 1 – March 1**, is received by the Chapter President by at least March 1st, completed and forwarded to the Chapter Advocate by mid-March and the **final** Spring report forwarded by the end of March. The Fall Chapter Report, covering **March 1 – August 31**, is received by the Chapter President by at least September 1, completed and forwarded to the Chapter Advocate by mid-September and the **final** Fall report forwarded by the end of September. 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: (September 1 – March 1)

- *Inter-chapter activities - encourage
- *Succession planning – chapter office assistants, LOL
- *Involvement with local music groups/schools
- *Generation differences – understand/reach out
- *Spring Convention representatives' attendance
- *LOL Spring meeting agenda – concerns/suggestions

Fall Report: (March 1 – August 31)

- *Inter-chapter activities - encourage
- *Succession planning – elections ~ Oct. 15th
- *Involvement with local music groups/schools
- *Generation differences – understand/reach out
- *Fall Convention representatives' attendance
- *Parade of Checks participation – encourage
- *LOL Fall meeting agenda – concerns/suggestions

Chapter Report Items

Leadership Academy - feedback
Chapter goals/strategies - encourage
Chapter Achievement Awards – encourage
Standing Ovation Program – encourage
Take Coaching to the Chapter – encourage
Spring Division contest support/suggestions
Spring show clearance – LOL Secretary
Membership retention/recruitment programs
Quartet Clinic – registered/non-registered quartets
Community involvement/performances
Charity support
Marketing and PR in community
Upcoming summer activities – share information
Website/social media/updates
General Chapter assessment

Chapter Report Items

Chapter goals/strategies - progress
New Officers on Member Center by Oct 31st
Fall/Winter activities – share information
Leadership Academy – remind/encourage
Fall/Christmas show clearance – LOL Secretary
Standing Ovation Program – encourage
Chorus coaching/improvement/plans
Community involvement/performances
Charity support
Membership retention/recruitment programs
Marketing and P/R in community
Website/social media status/updates
BHS grant application deadline February 1st
General Chapter assessment

Chapter Advocate involvement with Chapter – installations, presentations, annual show, special events, board meeting, etc.

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