

2019 Spring Chapter Advocate's - Process & Script

Purpose:

- The Chapter Report is an opportunity for the Chapter President to provide their Chapter Advocate and District Board information about the chapter's previous 6 months' activity (September to March) and the chapter's involvement with District programs and procedures.
- The Chapter Report contains indicators that are useful to the District Board and Committees for developing programs, services and policies for the benefit of chapters.
- The report provides an opportunity for Board Members to become familiar with all 47 LOL chapters.
- The Division VP uses the Chapter Report information to prepare a Division summary (due March 31st) for inclusion in the Agendas/Call for the Spring District Board and House of Delegates meetings.
- The Chapter Advocate serves as a resource person to both the Chapter and the District and is the chapter's main communication link to the District Board.

DEADLINES are very important in this process. Please do your best to meet them.

Chapter Advocates should expect and request Reports from ALL their Chapters.

Process:

1. The Chapter Report form and Process is sent to all Chapter Presidents and Chapter Advocates in February, posted on the LOL website Document Center page and on LOL's Basecamp 3 site. *If a Chapter President does not have email, the Chapter Secretary can complete the form in consultation with the President.*
2. The Chapter Advocate contacts the Chapter President (**before March 8th**) to inquire if there are any questions about any report items and to confirm a date (**before March 15th**) for the completed Report to be sent back to the Chapter Advocate.
3. After receiving and reviewing the Chapter Report, the Chapter Advocate prepares for a follow up phone call to the Chapter President. This is to clarify responses/non-responses, provide information, and identify any follow up items. **(For the follow up conversation with President - below are some Priority and Encouragement discussion items that might not be addressed in the Chapter Report.)**
4. The Chapter Advocate completes the Chapter Report (**before March 28th**), with his personal notes from the follow up phone call, and highlights items for the attention of District Officers. **The Chapter Advocate sends the completed report to Gordon Billows, Judd Orff and to the Division VP for information and follow up.**

Spring Priorities:

- *Convention/House of Delegates representation in Stillwater, MN
- *Chapter Achievement Program (April 15 deadline) – Dick Teeters
- *Three Compliance Reports, Chapter Contact and Rehearsal information on BHS Members Site – **stress**
- *Fall convention agenda items for consideration
- *Any concerns/suggestions for the District Board

Encouragement:

Standing Ovation Program – Dave Sylte

Take Coaching to the Chapter – Judd Orff

Youth in Harmony – Jim Rasmus

Marketing and P/R in the community- Ken Mettler

Website/Social Media can be linked to LOL website - Tyler Smith

Chapter Newsletters can be linked to LOL website - Tyler Smith

Quartet Coaching Clinics dates in the Events section of the LOL website.

Scholarships for Barbershop training at International Music Camp July 27-30 – Brent Gerber

Annual Show Clearance - ASCAP/SOCAN – Bob Brey

Inter-chapter events – share information with nearby chapters

Leadership Academy – further feedback and course suggestions for 2020

Chapter Advocate involvement with Chapter – installations, presentations, chapter/board events, questions