

CHAIRMAN

So you have accepted a chairmanship in your Unit! CONGRATULATIONS! You've read all you can about the program. You've met with the President and last year's chairman. Now you have some ideas and thoughts about what you will do to get the information to the Unit members. You've decided on some activities to involve the members, and then you remember! The Unit President did say "At the end of the year you will be expected to write a report." What do you suppose is involved in that?

SOME SUGGESTIONS:

1. Find reports from previous years and READ THEM. Frequently the questions are similar for year to year.
2. Decide what things you need to keep a record of, such as: number of Unit members involved, number of hours volunteered, amount of money spent, what different activities were completed, What? When? Where? How much? And why?
3. Set up a method to get all the information from individual members as to their involvement in your program. Some Units have a special meeting of all officers and chairmen to make out reports as several items can overlap in reporting such as: Girl Scouts, Boy Scouts, baseball, softball all can be reported on Americanism, Children and Youth, as well as, Community Service. In this way the Treasurer can also give you the correct figure that was spent on something.
4. Decide if you are going to write a narrative about your program. Check the rules and be certain to follow them.
5. Mark your calendar so you do not forget the deadlines. Changes have been made in the past couple of years so this is very IMPORTANT. Department Chairman need to get their reports into National, so get yours in on time so it can be included in her report.
6. Make a report at every meeting and keep a copy of this report so that at the end of the year it will be easier to write a narrative report using your notes. This way the President also knows you are working your program.
7. Every member should keep a daily diary to write everything they do every day. REMEMBER everything you do WITHOUT PAY can be counted someplace – your time, mileage, etc.

The Department Bulletin that comes out in January or February will have the report forms for the different programs. The President and Secretary of your Unit will receive this packet and one of them should make sure that you receive a copy of the report form for your program. Ask if you haven't received it by March 1st.

JUST A REMINDER: Just because you are the chairman does not mean that you need to do it all yourself. Delegation is a great tool to retain and recruit members. All hours for the program, whether done by you or others, is counted on your report. **MANY HANDS MAKE THE COMPLETION OF AN ACTIVITY OR PROJECT QUICKER!!!!**