

Chapter President



QUESTIONS?

AMBUCS Resource Center

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Laying the Foundation

You are not alone. The team you need to help you lay the foundation for a great year is the Executive Committee.

Executive Committee

The Executive Committee consists of the president, vice presidents, secretary, and treasurer. By taking these officers into his or her confidence and seeking their opinions on chapter operation and chapter problems, the president can more easily lead the chapter. This team will become a closely knit group of friends planning and working for common goals.

Purpose. The Executive Committee serves as advisors to the president. Their function is to assist in planning the chapter's operations and make recommendations to the chapter's board of directors.

Frequency of meetings. The Executive Committee can meet prior to the chapter's board meetings. These meetings should be informal evaluations of chapter progress.

Chapter goals. The Executive Committee helps the president compile chapter goals for the coming year for all committees. Once your goals are decided, you are ready to define the chapter committee structure needed to accomplish the goals.

Step one: Committee Structure

Now, take the results of your chapter's goals and planning process and define your chapter's committee structure. Get your executive committee to help you with this task. You must make choices depending on your goals and objectives and your chapter size. Create the committees needed to get the job done. Choose from these

basic committees or create your own:

Fun
Service
Friendship
Information

A chapter with thirty or less members should restrict itself to a minimum of committees until it reaches about forty members. (See Committee Section)

Tailor the chapter to fit the member. Remember, each member is a different individual, with different desires as well as needs. Some members have a tremendous capacity for work, others have a limited capacity. It is recommended that the chapter fit itself to the member and not the member to the chapter. By this, it is meant that each member should be asked to make contributions to the chapter within their capacity and willingness to do so. The job of the chapter's Board of Directors is not to judge a member who has little capacity, but instead find that job which interests them and which they will enjoy.

Member participation. The key to a successfully operating chapter is member participation. Member participation is having an active part in making chapter decisions and doing something for the welfare of the chapter. Don't shortchange your members; ask them for help.

Members responsibility.

1. Every member of the chapter is asked to serve on a committee of their choice.
2. In addition to serving on a committee, each member has two responsibilities:
 - a. Giving assistance in raising funds for chapter-approved projects.
 - b. Helping to decide where these funds should be expended for charitable causes.

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Step two: Design and distribute Committee Preference Sheets

Committee Preference Sheets (see pg.27) are tailored to meet the needs of each chapter. After your planning sessions, you should design and distribute them. They are to be completed by every member as soon after the planning sessions as possible. When you as president-elect pass out the sheets, it places the members on notice that the chapter is planning its year. It gives the members a chance to review the committees and make their new selections.

How to do this.

If you have regular chapter meetings, try this, and have fun doing it:

1. Ask for five minutes of a chapter meeting.
2. Pass out Committee Preference Sheets.
3. See that each member completes the sheet; then
4. Pick up all sheets. Do not let any member take it home to complete.

Follow this procedure for two successive meetings, but pass out the preference sheets at the second meeting only to those members who were not present at the first meeting.

After two meetings, from 75% to 90% of the members should have completed the form. To get Committee Preference Sheets from the remaining members, parcel out the names to the board members for individual calls. This is the way to show that you really care about your members.

Step three: Appoint committee chairmen

Each officer and director of the chapter (except the president, secretary, and treasurer) should chair a committee of the chapter, based on the committee preference sheets. The chair-

person reports directly to the president at the board meetings. This assures having the responsible member of each committee present when action of the board is taken.

Committee supervision. Supervision of committee chairmen is the responsibility of the president. It is important that the president establishes a caring, personal relationship with the chairmen. They must perceive that they are a valued member, and their committee work is vital.

Assign members to committees. The Executive Committee takes each member's Committee Preference Sheet and enters their preferences in the Committee Preference Recap Sheet (see pg.28).

Using the recap sheet and the members preferences, assign members to appropriate committees. Make a list of each committee's chairperson and members which will be given out at the board training meeting.

Correctly appoint committees.

1. Never do what others are better qualified to do.
2. Committee: A group (one or more) committed to their mission.

Standing: Specified in by-laws.

Ad hoc: For special or specific occurrences. Usually not mentioned in by-laws.
3. The most effective chapters almost always function through their committees.
4. Members should have both interest and expertise.

Why a committee?

1. Efficiently handle time consuming matters.
2. Deliberate sensitive matters with or without presence of others.

3. Involve more members in affairs of organization.
4. Train future leaders.

Common appointment mistakes.

1. Failing to bring in new blood.
2. Stacking a committee to steer outcomes.
3. Using emotional appeals, i.e. “It’s an easy job”...“Won’t take long”...“You ought to do something.”
4. Selecting interested members only.
5. Not specifying chairperson in time and form of report.
6. Not naming and charging with specific functions.

Committee size.

1. Only as many as needed to get the job done.
2. Large and broad-based if mission is to investigate/study.
3. Small and narrowly based if mission is to take specific actions.

Source: Virginia Tech University

Step four: Board training meeting

Planning Meeting for new board. When committee assignments have been made, the president-elect calls a meeting of the Board of Directors-elect and all committee chairmen. The meeting is devoted entirely to a study of the chapter’s organization. Each person should be given a thorough understanding of their job assignment for the new year.

Agenda. In your opening remarks full emphasis needs to be placed on three points:

1. Each committee is an important segment of the total chapter operation.
2. A successful chapter year is fully dependant on each committee having successful, well attended, and reported meetings.
3. If a chairperson fails to hold meetings and also does not attend board meetings, you will ask him or her to step down in favor of a replacement who will perform.

What to say following opening remarks.

1. Outline your responsibilities as president.
2. Review the responsibilities and duties of the secretary and the treasurer.
3. Pass out committee sections (See Committee Section) to each committee and indicate goals which were developed at the planning meetings. Follow with a review of the responsibilities and duties of the various committees. Allow relevant discussion for each committee following your remarks.
4. Schedule before June 30th with the chairperson of each committee the date planned to hold the first committee meeting so you can plan to attend.

Step five:

Committee planning meetings

President’s follow-up. The president meets with each committee on a specified date by June 30th:

1. To review with each committee member that committee’s job for the coming year.
2. To be fully aware at the outset of the year each committee’s plans and timing.

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3. Be sure each chairperson has alerted his or her committee for their meeting.
4. Attend as many first committee meetings as possible.
5. Let the chairperson chair the meeting. Before it closes be sure that all points have been covered and plans have been laid for a year of action.
6. Be sure the chairperson prepares a committee report for the next board meeting.

First committee meeting agenda. As the meeting gets underway, the committee should aim to accomplish the following:

1. The committee reviews their goals, objectives, and strategies from the chapter's strategic planning meetings.
2. Committee members should then review past year's functions of the committee, making a restatement of the responsibilities, if necessary. This statement should completely cover the scope of the committee's operation and should be stated on the Committee Report Form.
3. The committee should lay plans and set dates for its programs for the year.
4. Future committee meetings should be designated, whether they are to be monthly, semi-monthly, or quarterly.
5. The committee should consider its needs for budget, having this ready for presentation at the first board meeting of the year (June), or earlier.
6. Before closing the meeting, the chairperson, with the help of the committee, should prepare a written report covering the recommended plans. This report is to be presented at the first board meeting. Subsequent committee meetings are also to be reported in writing to the board and given to the president at a regular board meeting.

The chairperson should keep a file copy for future reference. (See Report of Committee Chairman Form #1144 pg.26).

Committee duties. Many chapters publish a listing of the responsibilities of each committee as well as the names of the committee members for the year. Such a list distributed to the entire chapter and to each new member as it keeps all informed. This promotes better understanding of chapter goals and programs.

Why written committee reports. The president requests written reports from the committee chairmen at all board meetings. Such planned programs become the year's guide. The committee will not be in the dark, wondering what is to be done ... all members will know what to expect ... the chapter will be on a sound footing with planned direction. Written committee reports should be passed on to next year's committee chairmen.

Questions

A president who is thinking is sure to turn up a question or a challenge for which he or she cannot see an answer. What to do? And, to whom do you turn for help?

What to do.

1. Try your Executive Committee. Talk it over from all angles.
2. Try your area leader, district governor or the regional director. Give them a chance to help.
3. Call, write, email, or fax the

AMBUCS™ Resource Center
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Chapter Operations

Chapter meetings

Presiding. Members' interest in the chapter meeting depends in a large degree upon the morale, tone, quality of program, and presiding ability of the president. He or she must conduct the meetings with intelligence, humor, and good taste, to the extent that the members enjoy bringing guests to the meeting because they are proud of the way their president handles the job. Off-color jokes and profanity will offend the members. A president's conduct and appearance are important.

Remember, you're competing with other organizations to attract volunteers. Your chapter is judged by them for purpose and structure as well as friendliness.

Agenda preparation. Each chapter meeting is chaired by the president. In his or her absence it is chaired by a designated vice-president. In advance of the meeting an agenda should be prepared following a regular pattern ... Give time to the preparation of the agenda ... Don't do it haphazardly and from memory hoping to get everything in and accomplished ... Get down in writing what you plan to do ... Keep your members informed of coming events by having thumbnail reports from chairmen. Use the Model Agenda for Chapter Meetings pg. 19.

1. Indicate time and order for each item.
2. Write down names of all persons to be introduced.
3. Don't leave anything to memory.
4. Meeting must be opened on time and closed on time. Even if there are only three members in the room start on time. Prompt starting will induce on-time attendance. Delayed startings usually cause delayed endings. Delayed endings encroach on the member's allotted time.

5. A friendly atmosphere is essential.
6. Visitors should be cordially introduced.
7. New members are made welcome.
8. If you have a program, the speaker is treated graciously before, during, and after the meeting. The speaker should be advised in advance of the meeting how much time is to be allowed (20–30 minutes) and of the adjournment time. Don't encroach on the speaker's time by asking for last minute committee reports. Courtesy demands the speaker be allotted the full time. If the speaker runs over time, tactfully stop the meeting, permitting those members to leave who must; allowing those members to stay who have the time.

In thanking the speaker, don't try to sum up the talk. Thank him or her, present a certificate of appreciation (may be ordered from the AMBUCS™ Resource Center) and close the meeting. Some chapters give token gifts of appreciation. Look at the online AMBUCS™ Store www.ambucs.org for great gift ideas.

Meeting room. Normally the secretary or sergeant-at-arms is responsible for seeing that the meeting room is properly set. The meeting room and its atmosphere has a decided bearing on the meeting. A meeting place should be selected and prepared with care. Instructions and suggestions for the Sergeant-at-Arms are in the Committees/Fun Committee/Sergeant-at-Arms .

Spur of the moment motions

Be sure no resolution or motion to commit the chapter on any matter is considered by the chapter at a regular meeting until it has been considered by the board. Such resolutions or motions, if offered at a chapter meeting, are to be referred without discussion to the proper committee for study and reporting to the board. (See Standard Chapter By-laws Article IV, Duties of Board of Directors).

Chapter board meetings

Agenda preparation.

1. Board meetings are vital to the successful functioning of a chapter.
2. It is the president's responsibility to see that a board meeting is called at least once a month and at the time stated in the Chapter By-laws .
3. The Board of Directors is presided over by the president of the chapter, or the immediate past president, as provided by your chapter's by-laws and policies.
4. Your chapter's Board of Directors is made up of the elected officers, the immediate past president and the directors (as described in your Chapter's By-Laws). Whomever serves as chairperson of the board (you or the immediate past president) only votes in case of a tie.
5. Refer to page 19 for a model agenda.

The presiding officer's responsibilities.

It is the presiding officer's responsibility to conduct meetings in a business-like manner. The members of the board should approach the problems at hand with an inquiring, open mind, considering the good of the chapter as a whole.

Confidential discussions. At the beginning of the year remind members of the board that meetings are for a frank and open discussion of chapter problems. Personalities are to be left out of such discussions if at all possible. Sometimes this cannot be done; therefore, remind the board all such discussion is confidential and not to be discussed outside the room with other members.

Voting. Remind the board that once a vote has been taken, this becomes the unanimous position of the board. A member whose position was defeated adopts the position of the majority. He or she does not have the privilege of saying, "I didn't vote for it (or abstained), I won't help".

Timing. Sufficient time to review and vote upon committee proposals and to handle the business of the chapter must be allowed. A half hour board meeting preceding or following a regular chapter meeting will not get the job done. Follow a regular, prescribed meeting time as stated in your chapter's by-laws.

Committee of the Whole? Avoid a common pitfall. Too often, when a committee has not met and the president does not refer problems back to that committee for positive action, it opens the floor for discord. With everyone talking at once, the board suddenly finds itself acting as a "Committee of the Whole". This extends the meeting unnecessarily and wastes the time of the board. Refer all matters to the appropriate committee. Make sure that particular committee knows it has the responsibility to make its recommendation to the board in the future.

Board authority and limit. The board runs the chapter, making the final decision on all matters except the four areas listed below.

1. Change of meeting time or place.
2. Change of dues structure.
3. Adoption of a chapter money raising project.
4. Adoption of a chapter community service project.

Before approval or disapproval it reviews in detail all committee recommendations and plans. Before acceptance it may amend, but it should never function in place of the committee.

Required chapter business meetings. The four areas listed above that limit board authority must be referred to the general membership for decision. Notice should be published in the chapter newsletter in advance of date scheduled for discussion and vote. If spirited debate is expected, call for a closed meeting of the members with no guests present.

Remember, decisions of the board in these areas cannot be crammed down the throat of chapter members. To get chapter cooperation on decisions which the board believes is for the best welfare of the chapter it must sell its ideas—and get a majority vote. Members will be more inclined to work and contribute when included in the decision process in these four important areas.

Reporting board actions. Report the action of the Board in the chapter newsletter and at subsequent chapter meetings. This is how you involve your members.

Forms

It is important that your chapter report activities to the AMBUCS™ Resource Center. For your

convenience the following forms are available on the AMBUCS™ Web site and forms are also provided in the Forms Section. It is recommended that you become familiar with these helpful management tools.

Membership Activity. Commonly submitted by the chapter secretary.

Form 126 new/reinstated member application

Form 128 - new chapter officers

Form 129 - officer changes

Form 130 - member deletions

Form 131 - member address change

Chapter Operation Scorecards. For good planning use the Chapter Operation Scorecards. This is an invaluable check sheet for noting chapter progress quarterly. Each scorecard scores different activities. Print all 4 quarters of the scorecards and use them as a reminder for making next quarter's plans with the Board. Scorecards are available to you at the AMBUCS™ Web site www.ambucs.org, printable version. Complete each quarter's scorecard at the last board meeting in the quarter. Submit or fax/mail to the AMBUCS™ Resource Center and copy your governor and director. The chapter scorecard earns your chapter recognition from the AMBUCS organization. Award guidelines are available on the web site.

Form 135 Report of Charitable Giving and Form 136 Annual Report. Every chapter is responsible for submitting Form 135 and Form 136 by November 15th of each year.

Form 135 Report of Charitable Giving- The information provides a capsulated view of the chapter's community service for the year. Collectively, this information illustrates the magnitude of your chapter's community service, the human resources required, and the financial value.

Form 136-The purpose of this form is to collect data from National AMBUCS, Inc. chapters concerning good governance and best management practices of the organization. As a charitable non-profit organization, we strive for transparency and ethical

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practices. The form serves to certify compliance with applicable rules, laws, and regulations concerning our member chapters.

The report is to be filled out and signed each year by the chapter president, secretary and treasurer (if the chapter has all three offices.) The due date is November 15th of each year.

Reports

Frequently AMBUCS™ Resource Center compiles reports based on member and chapter activities. They are as follows:

The Blue Chip Report. A quarterly membership report with official membership totals for every chapter is posted on the AMBUCS™ Web site Reports/Forms.

Scorecard Recap. A quarterly report based on your chapter scorecard activity. It is posted on the AMBUCS™ Web site Reports/Forms.

Program Giving. Published annually, the Program Giving reports chapter giving to the three National Programs: AmBility, Cornerstone, and Scholars-Scholarships for Therapists. It is posted on the AMBUCS™ Web site Reports/Forms.

AMBUCS™ Annual Report. Published annually, the report reviews association-wide activities, national conference, and financial information. It is posted on the AMBUCS™ Web site.

National Communications

The Leader. Officer newsletter is published electronically each month and emailed to chapter, district, and regional officers. This newsletter serves as a check list and reminder for activities each month. Archived issues are available on the AMBUCS web site.

AMBUCS News. AMBUCS news is delivered

to all AMBUCS members each month electronically. Important topics pertaining to the AMBUCS organization are covered.

AmTryke Newsletter. AmTryke Newsletter is published electronically and is sent to all AMBUCS members and evaluation sites quarterly. New AmTryke models and accessories are discussed.

AMBUCS Magazine. A quarterly AMBUCS™ Magazine is published and mailed to all AMBUCS members.

AMBUCS web site. The AMBUCS™ Web site is another great source for information. Here you can find the chapter officer directory, conference information, program updates and member resources. www.ambucs.org

As a chapter officer, it is your responsibility to pass on important information found in these publications to chapter members and be included in your chapter newsletter.

Likewise, your area leader or District Governor should distribute a quarterly district newsletter to chapter officers. It is important that you also pass along this information to chapter members and be included in your chapter newsletter.

Visitations

National officers. If your chapter would welcome a visit from the National President or other national officers, contact them. Their contact information is listed in the Directory on the AMBUCS™ Web Site. The AMBUCS™ Resource Center can provide news releases. If your chapter wishes their attendance, it is customary to underwrite their travel expenses and hotel accommodations.

AmTryke InService. If your chapter would welcome a visit from a certified instructor to conduct an AmTryke InService for your local physical and occupational therapists about the AmTryke therapeutic tricycle project, contact the Resource Center to schedule this event.

District governor or area leader. You may or may not be in a geographic area served by districts. If you are, volunteer district officers can serve as an additional resource. The District Governor has the responsibility of visiting each chapter in the district at least twice each year. On the first visit, he or she speaks for that meeting. This annual visit of the district governor will inform the entire chapter on the programs and progress of the district and national organization.

Board meeting. The District Governor will expect to attend a board meeting of your chapter on the same day as his official visit if possible. He or she will want to talk with the chapter officers regarding challenges and opportunities. Since the governor is expected to make official visitations within 90 days after the beginning of the AMBUCS™ year, it would be well for your chapter to invite him or her for a specific date. Be sure your Information/Program Committee Chairperson knows to allow for governor visits.

District/Area Board Meeting. The District Board meets four times each year (July, National Conference, February, and Spring Training), to discuss goals, programs and answer questions pertaining to the district.

As president you are a member of the District Board and the leader of your chapter's delegation to this meeting. You cast it's vote. The chapter's minimum delegation consists of its Executive Committee, though all members are welcome (See Forms/Chapter Scorecard).

Chapter challenges and questions are discussed with the opportunity to exchange ideas. At the July meeting the governor will accept each chapter's proposed budget.

New Members

What to do with them

As soon as a new member been approved by the Board he or she should fill out the Form 126 Membership Application . The chapter secretary will complete the bottom half of the Form 126 Membership Application and send to the AMBUCS™ Resource Center via mail, fax or complete the on line application.

Committee assignment. Ask the new member to fill out the Committee Preference Sheet. Use the Committee Preference Sheet to give them their choice of committee assignment and tell both the new member and chairperson of that committee.

Orientation. Every new member attends the Orientation Meeting. Include the spouse if possible. If he or she misses the first available such meeting, be sure the member attends the next one. Here members learn the story of the chapter. Utilize the Orientation information in the Resources/Membership/Orientation Workshop and the Orientation Committee Information.

Do not forget. Record new member information on the New Member Check Sheet. Both the president and the secretary should record this information. Check off the activity for each new member as it is completed. This helps insure he or she will become a solid member.

Member pins. A supply of Member Pins should be maintained by the secretary.

Order a supply of member pins from the AMBUCS™ Resource Center. This allows you to present a new member with a member pin immediately. Your supply will then be replenished automatically, as AMBUCS™ Resource Center will send you a member pin each time a Form 126 Membership Application is confirmed.

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Badge. Provide the member with a Member Name Badge. (Name badges are available from the AMBUCS™ store.)

Tell the new member when the next Orientation Meeting will be held and introduce him or her to the chairperson of both committees.

Committees

Active, viable committees are essential to any successful chapter. Committees will help you, as chapter president, manage your year and provide activities to meet the needs of chapter members. Think strategically! It is recommended that the every chapter with a membership of thirty or less utilize four basic committees:

Service
Information
Friendship
Fun

If a chapter has more members they can add committees as needed. Remember, it is important to customize committees to the needs of your chapter. Leaders should make the chapter structure work for the chapter by creating committees or task forces needed to accomplish chapter goals. The following better defines the roles of each of the four basic committees.

Service Committee- Promote the AMBUCS Mission! This committee makes sure that the chapter is involved in meaningful service to the community. Along with local community service, the committee works to insure the chapter is active in AMBUCS™ National Programs: AmBility™ (including the AmTryke® Project) Cornerstone (AmTryke Road Show) and AMBUCS™ Scholars-Scholarships for Therapists. This group is also responsible for the financial well being of the chapter by recommending fundraisers for chapter approval. (*Possible subcommittees: Community Service, Fund Raising & Finance, AmBility™, AmTryke®, or AMBUCS™ Scholars-Scholarships for Therapists*)

Information Committee- Communication is an essential component of a strong chapter. This committee is responsible for keeping chapter members informed as well as communicating with the community about chapter activities. They are responsible for establishing a public relations plan, regularly publishing the chapter newsletter, and developing a speaker program

for chapter meetings if necessary. (*Possible subcommittees: Public Relations, Conference & Inter-chapter, Program,*)

Friendship Committee- Membership development is the main purpose of this committee. They need to provide activities, which insure that members' needs are being met with respect to maintaining and building new friendships. This is the group that provides new member orientation and additional membership recruitment and retention events, plans Branding Time contests, Spring Roundup membership events. (*Possible subcommittees: Membership Recruitment, Orientation and Retention*)

Fun Committee- The Fun committee ensures that your chapter does what AMBUCS™ does best- HAVE FUN! This group works to find new and creative ways to make chapter meetings light and entertaining. They organize, promote and conduct quarterly chapter socials. They work to ensure all new members are included in the fun and feel welcomed at each meeting. Your chapter's Big Hat Club is a vital part of this committee. After all, three of the five purposes of the Big Hat Club are to have fun! (*Possible subcommittees: Attendance and Reception, Sergeant-at-Arms, Big Hat*)

Big Hat Club- The Big Hat Club is a club within the chapter for those members who have recruited three or more new members during any twelve-month period. The five main purposes of the Big Hat Club are fun, membership recruitment, fellowship, encouraging members to become Big Hatters, promote national programs and fun! These are the producers in your chapter. Encourage their involvement in all of your chapter activities.

Get your Big Hat Club going by having them host special entertainment "for Big Hatters only." By keeping it exclusive it will peak the interest of other members and help encourage membership recruitment for new Big Hatters. More

information is available in the Big Hat Section and Committees/Big Hat Section.

Committee and subcommittee guidelines are available in the Committee Section and the AMBUCS™ web site www.ambucs.org.

AMBUCS' National Programs

AMBUCS is all about the mission

AmBility Program. A popular program that includes many projects that focus on providing equipment for people with disabilities, AmTryke is the foundation of the program.

1. AmTryke® therapeutic tricycle Project. The most popular activity among chapters is the AmTryke® therapeutic Project. Funding trykes for people with disabilities is a perfect way to exercise the AMBUCS™ motto. Chapters who take part in the project have found it to be a great vehicle to gain community support and publicity.
2. AmTryke® therapeutic tricycle-Wish List Project. The AmTryke Wish List is a way to ensure that individuals with limited financial resources and outside of local AMBUCS chapter areas can enjoy the fun and freedom of riding their own tryke. Wish List forms are available on the web site. Donations can be made by friends, family members and supporters to fund the wish.
3. AmTryke® therapeutic tricycle- Evaluation Site Project. A great way for chapters to locate children/adults for the tryke project is to establish a AmTryke® therapeutic tricycle Evaluation Site. To make a facility a Evaluation Site, the chapter agrees to equip the site with trykes and accessories as well as providing trykes to riders who are evaluated by a therapist at the facility. An ongoing relationship must be maintained between the chapter and the evaluation site to guarantee success.
4. AmTryke® therapeutic tricycle-Trailer Project. An increasingly popular activity among chapters is purchasing and maintaining an AmTryke® therapeutic trailer. This trailer full of trykes is a perfect tool on wheels. Use at tryke giveaways, fundraisers, community events, and

bike days to introduce a community and therapists to the many models of AmTrykes and the mission of AMBUCS.

5. AmTryke® therapeutic tricycle-Veterans CycleProject. Chapters can seek out community partners also focused on serving disabled veterans. AMBUCS believes these veterans should have every opportunity to be engaged in the active lifestyle they had prior to their disability.
6. AmTryke® therapeutic tricycle Grant Writer-chapters can utilize the grant writer on staff to identify funding sources to establish and support an AmTryke project.

Cornerstone Program. Provides for the growth and development of the AMBUCS organization.

1. AmTryke® therapeutic tricycle Road Show Project- InService and Bike Day events are held around the country to educate local therapy communities about the AmTryke therapeutic tricycle project.
2. New Chapter Incentives. Funding to support the building of new AMBUCS chapters. Incentives are available for new chapters and sponsoring chapters.

AMBUCS™ Scholars-Scholarships for Therapists- Grants given to juniors, seniors, graduate students majoring in physical, occupational, speech pathology, hearing audiology. Chapters who have reached 100% Scholarship Giving can participate in the program by sponsoring local student applicants. Chapter sponsored applicants are automatically made semi-finalists for consideration of the National Scholarship Committee. More information about this national project is available on the AMBUCS web site www.ambucs.org.

National Program Giving. Annually on or about the 15th of March, your chapter will be advised of its Program Giving Goal based on your membership as of the February 28th Blue Chip

Report. Each chapter's total Program Giving is based on the members' individual giving to the funds as well as chapter giving. Contributions can be designated to support the three national programs: AMBILITY™ Program, Cornerstone, or the AMBUCS™ SCHOLARS- SCHOLARSHIPS FOR THERAPISTS.

The AmBility Program is funded by chapters, individuals and other supporting partner donations to the AmBility Fund. These donations include gifts to the AmBility Fund, chapter AmTryke sales, honorariums and memorials, Every Kid Needs a Bike, Big Hat Club auction proceeds, Wish List Club membership and AmBility AmBasador membership.

Cornerstone Program is funded by chapters, individuals and other supporting partner donations to the Cornerstone Fund. These donations include gifts to the Cornerstone Fund, honorariums and memorials, and Big Hat Club auction proceeds.

AMBUCS Scholars-Scholarships for Therapists is funded by chapters, individuals and other supporting partners donations to the Scholarship Fund. These donations include gifts to Scholarships, honorariums and memorials, Big Hat Club auction proceeds, William L White membership, and Named Scholarships.

Donor Courtyard

Chapters may honor or remember individuals through the brick recognition at the new AMBUCS™ Resource Center. This is a minimum gift of \$300.00. No National Program Giving credit.

Leadership Development

Nominating and electing officers and board

Nominating Committee. The Nominating Committee has a serious task to perform. Article 5. Section 2 of the standard Chapter By-Laws state that the nominating committee consist of at least five past presidents. Newer chapters may appoint others to the committee. Most often a slate of officers is accepted as proposed by this committee. The welfare of the chapter hinges on having active and inspired leadership. The chapter cannot afford to have this committee guess wrong.

The By-laws specify that officers for the coming year shall be elected by April 1st of each year, taking office on June 1st. The Nominating Committee must be appointed by the president in late February. The chapter and fiscal year of all chapters shall be from June 1st to May 31st of the year following.

Chapter self-evaluation program. The purpose of this program is to develop strong internal chapter leadership and to provide a forum for the membership to evaluate the operation of the chapter.

In early February, the attendance records of all members are reviewed to identify those who have attained 75% or better attendance. Those who have are contacted by the Nominating Committee and scheduled for a brief interview. The interview can be conducted before or after a regular chapter meeting, and should last approximately fifteen minutes. Depending upon the size of the chapter, interviewing might be divided among committee members who would meet to pool results.

During the interview, members are surveyed to determine their likes and dislikes about the chapter. A sample questionnaire is included in the Chapter Form section of this manual. It may be modified as necessary to meet your chapter's

16 Chapter President

needs. Candid responses are encouraged in the member's evaluation of the activities, leadership, and ideas for improving chapter operations.

In the final step of the interview, the member is asked what office they would like to seek for the coming year, and what their overall aspirations for chapter leadership are. In this manner, a slate of candidates is developed for the election of officers and board members.

This program has proven quite effective. Its use is strongly recommended.

Selecting nominees. The committee should consider each person's qualifications carefully, deciding where that person can best help the chapter. Pick the president-elect first; then call and invite he or she to sit in on the balance of the meetings as other officers and directors are selected. Select a compatible board of directors for the president by letting him or her help.

Secure willing agreement—don't prevail or force. The Nominating Committee Chairperson must not fail to call each nominee, getting an agreement to serve for one year in the capacity selected. If the member declines, pleading lack of time, do not force. Find someone else to fill that place. An officer or director elected over objections will use this as an excuse for doing no job at all. The chapter is the loser.

In the newsletters before election day and on the floor of the meeting, when it is time for nominations from the floor, announce that all nominees proposed must have been con

Commitment to attend training conference. The National Board of Directors specify the Regional Spring Training conference for chapter officers-elect as the one important function in which they must participate.

Getting the officers-elect present for this training is a must. How is this accomplished?

1. The chapter board establishes the policy that a condition for accepting nomination to office be an agreement to attend the Re-

gional Spring Training Conference.

2. As president fully endorsing the policy, you instruct the Nominating Committee before it meets.
3. The Nominating Committee obtains the commitment from the nominee at the time he or she agrees to be placed on the ballot for office. The President-elect must attend. Note Article VIII, Section 6 of the National By-laws .

Commitment to attend the national conference. It is equally important for the incoming president to attend the national conference. The enthusiasm gained is invaluable to the leadership efforts as he or she begins the year. Before being nominated, be sure the member agrees to attend. The chapter should defray the greater part of the president-elects expenses.



Installation of officers

Installation event. Once each year your chapter will hold its installation of new officers. It is the Governor's responsibility to install these new officers. Sometimes, because of conflicting dates, the governor-elect will be called upon to perform this service. As soon as the date is set, advise the Governor, requesting his or her presence. Order the past president's plaque and pin from the AMBUCS™ Store at least three weeks in advance of the installation. In planning the agenda, allow at least 10 minutes for the incoming president to present the plans for the coming year.

Acceptance speech—what to say. President-elect, after you have been installed you will have 10 minutes to tell the entire chapter what the plans are for the coming year. This is your opportunity to sell your ideas, and your goals. In fact, the chapter has been waiting to hear so it can gauge your leadership. Be explicit on your goals from the chapter's strategic plan as well as for Membership, New Club Building, National Program Giving, Awards, Conference Attendance, and Committee participation. Recognize each chairperson and state the goals set by the committees. Recognize the spouses and tell them how much their support means. Plan your speech and sell your chapter on being Superior and achieving excellence. Board of Directors specify the Regional Spring Training conference for chapter officers-elect as the one important function in which they must participate.

Getting the officers-elect present for this training is a must. How is this accomplished?

Model Agenda for Chapter Meetings

(Copy and fill in your chapter's times and practices)

Time	
_____	Meal Served (optional)
_____	Call to order by president
	Pledge of Allegiance led by _____
	Invocation by _____
_____	Call for introduction of guests (Write guests' names)

_____	AMBUC of the Day (Three minute speech about self, family, business affiliation. etc.)

_____	Announcements
	Call for committee announcements:
	1. Community Service (progress report) _____
	2. Program (speaker for next meeting) _____
	3. Membership matters _____
	4. _____
_____	Secretary reads communications from national and district officers
_____	Introduction of speaker _____
_____	Thank speaker
_____	Thank guests
_____	Adjournment

Chapter Board Meeting Agenda Check Sheet

Agenda	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
1. Call to order												
2. Roll call of Present Members												
3. Minutes												
4. Unfinished Business												
5. Treasurer's report												
6. Secretary's report												
7. Current Reports and Special Projects (to be done in rotation)												
a. Service Committee												
b. Fundraising & Finance												
c. Fund Raising Projects												
d. Fun Committee												
e. Social												
f. Singing/entertainment												
g. Big Hit Club												
h. International Green Team												
i. Program												
j. Governance of the club												
k. Public Relations												
l. Membership Committee												
m. Membership												
n. Awards												
o.												
p.												
q.												
r. New Business												
s. Other												
t. Songbook												

The purpose of this form is to build statements like the following:

Last year **20,000 AMBUCS™ volunteers** expended **500,000 volunteer hours** for community service projects. Actual monies spent on community service projects was **\$6 million** . It is estimated the economy in the United States was impacted by **\$20 million**.

The following information provides a capsulated view of the chapter's community service for the year. Collectively, this information illustrates the magnitude of your chapter's community service, the human resources required, and the financial value. Instructions: 1) Estimate the number of chapter members, family members, friends, and others directly involved in each community service project. 2) Estimate the total number of volunteer hours expended on each project. 3) Multiply the total number of volunteer hours times \$10 per hour to determine monetary value of services. Return with the 2nd Quarter Club Operation Scorecard for bonus points.

Chapter year _____ Chapter _____ Chapter no. _____

Project description	Agency Code	#volunteers	total volunteer hours	# of people assisted			Monies contributed
				children		families	

Total volunteers hours (box B)x \$10 per hour = D.
 Total monies contributed by club (box C)
 Total worth to community (add D and C)



Need additional forms? Contact the AMBUCS™ Resource Center Tel (336) 852-0052 Fax (336) 852-6830 e-mail: ambucs@ambucs.org or write PO Box 5127 High Point, NC 27262

See Agency List on next page

Form 136 Annual Report

The purpose of this form is to collect data from National AMBUCS, Inc. chapters concerning good governance and best management practices of the organization. As a charitable non-profit organization, we strive for transparency and ethical practices. The form serves to certify compliance with applicable rules, laws, and regulations concerning our member chapters.

The report is to be filled out and signed each year by the chapter president, secretary and treasurer (if the chapter has all three offices.) The due date is November 15th of each year.

The undersigned chapter officers hereby: (Please mark boxes)

Certify that the chapter's corporate status as a non-profit in their State is current.

Agrees to operate in accordance with all bylaws, and governing documents as proscribed by National AMBUCS board of Directors.

Name _____ Of-
 fice _____

Signature _____

Name _____ Of-
 fice _____

Signature _____

Name _____ Of-
 fice _____

Signature _____

Date _____ Chap-
 ter _____

Please sign and date the form and send to National AMBUCS, Inc. with the following documents:

- Financial statement for chapter year just completed June 1 - May 31**
- Budget for current chapter year June 1 - May 31**
- Big Hat Club financial statement (if active and if not included in chapter's financial statement)**
- Form 135 Report of Charitable Giving for chapter year just completed June 1 - May 31**
- Proof of annual tax return with the IRS by October 15

Report is due November 15.

Induction Ceremony

“You are now about to share in the privilege of membership in an AMBUCS™ chapter.

“We charge that you seek to promote through faithful attendance and hearty cooperation the life, the growth, the service of this chapter in this community.”

“Now on behalf of AMBUCS™, and on behalf of the (chapter) Chapter, I welcome you into a circle which faces inward for friendship, and outward for real service to your community.”

“I know you will wear with pride, this pin which is indicative of your acceptance of our mission: Helping people with disabilities achieve independent lifestyles.”

“Please raise your right hand and repeat after me:

I pledge myself—to strive in every way—to be a loyal and faithful member of the (chapter) chapter of AMBUCS™—and to discharge my responsibilities—as a member—to the best of my ability.”

Invocation

“As we gather about these tables in friendship and fellowship, keep us ever mindful of our aims and our desire to be of service to our community. Bless this food to our good and us to Thy service. Amen.”

Date of meeting _____

Name of committee _____ Name of Chairman _____

Volunteer hours expended since last report _____ Date of last committee meeting _____

Next committee meeting date _____ time _____ place _____

Annual budget allowed _____ Amount spent to date _____ Balance _____

Write a short summary of committee's action since last report. Attach additional page if necessary.

Describe future plans.

Committee members	Active	Inactive	Remarks

● Distribution: Copies to President, Secretary, and Committee Chairman

Need additional forms? Contact the AMBUCS™ Resource Center
 Tel 336 852-0052 | Fax 336 852-6830 | e-mail: ambucs@ambucs.org
 or write PO Box 5127 High Point, NC 27262



Every AMBUC participates and serves on **one** committee of his or her choice. In addition, they help on the fund-raising projects of the chapter. So that your officers may know what your interests are, indicate on which of the following committees you would be willing to serve this year. All possible consideration will be given to your first or second choice.

Complete and promptly return to your chapter president. Please print.

Name _____ Phone number _____

Rank Committee & Description

Information

This committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local chapter. They are responsible for handling all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-chapter activities, making sure the chapter has an educational or entertaining program at each meeting.

Fun

This committee insures that the chapter has fun in all its many activities. Their special charge is to continually find ways to make the regular chapter meetings light, fun, and entertaining. Their duties include organizing, promoting, and conducting socials each quarter. They should insure that all new members and guests are included in the fun and welcomed at each meeting. The chapter's Big Hat Club is a vital part of this committee.

Service

This committee makes sure the chapter is involved in meaningful, vital service to their community. Local community service is most important, but the committee also insures the chapter is up to date and involved in AmBility™, through the AmTryke® project, and AMBUCS™ Scholars-the scholarship for therapists program. This committee is responsible for the financial well being of the chapter, and also recommends fund raising projects to the chapter for approval.

Friendship

This committee's responsibility is to insure members' needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members.

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 or write PO Box 5127 High Point, NC 27262



Chapter Committee Chairmen Directory

Committee	Chairperson
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____

Chapter Leadership Directory

President _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

1st vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

2nd vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Secretary _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Treasurer _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Newsletter Editor _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____