



# Chapter Executive Orientation Checklist

## Actions and Items for Discussion

- Invite new member to next Chapter Executive Committee meeting
- CSSE Chapter Operations Guide sent and received
- Executive Committee member assigned to conduct orientation \_\_\_\_\_
- CSSE Chapter Operations Guide review
- Transfer of chapter position CSSE email
- Chapter Executive Committee Roles and Responsibilities Review
  - a. Chapter Chair
  - b. Vice-Chair
  - c. Secretary
  - d. Treasurer
  - e. Chapter Past-Chair
  - f. Other Chapter positions
- Chapter Sub-committees Roles and Responsibilities
  - a. Explanation of sub-committees
- Key Documents
  - a. Chapter Operations Guide
  - b. By-Laws
  - c. Polices
- Key Programs
  - a. Chapter meetings
  - b. Educational sessions
  - c. Chapter sub-committee activities
- Other
  - a. Regional Vice President
  - b. National Staff