

## **About This Handbook**

This Chapter Leaders Handbook is designed to serve as a source of ideas and information on Chapters of credit unions and to provide an overall picture of the important role Chapters play.

It is hoped that this handbook will be a useful tool to help you to have an active, more effective Chapter.

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## CHAPTER FUNCTION AND PURPOSE

### Chapter Overview

Each chapter is composed of credit unions located within designated geographical boundaries. Chapters serve as liaisons between the Nebraska Credit Union League and the local credit unions that constitute its membership.

Each chapter should establish a basic set of objectives that will define its purpose. Such a list of objectives, compatible with those established for the Nebraska Credit Union League, would include:

#### Purpose of the Chapters

- Strive for the highest standards of policies, practices and operating efficiency.
- Promote and hold meetings for an effective interchange of information and suggestions relative to the common good of credit unions and work to bring improved credit union service to every member.
- Provide additional educational opportunities for credit union officials and employees.
- Promote interest and cooperation among credit unions.
- Encourage local legislative, political advocacy and public affairs programs designed to provide a positive image of credit unions within the chapter's community.
- Promote the benefits of League Membership for credit unions in the chapter.
- Participate whenever possible in civic affairs designed to improve the community, letting everyone know that the chapter as an organization is interested in and is working for the entire welfare of its members.

### Structure

#### Board of Directors

A chapter is guided by its board of directors (the elected officials of the chapter).

The board of directors, led by the chapter president, is responsible for planning and promoting regular activities of the chapter. They are responsible for the general management of the chapter in accordance with the provisions of the Nebraska Credit Union League and the bylaws of the chapter.

### The Importance of Chapters

Chapters are both a forum for teaching credit union operations and a means for publicizing the benefits of the movement in their respective areas. All chapter activities, whether they involve discussing sound management procedure or ways of upgrading services, are guided by a single objective – to foster the statewide growth of the credit union movement.

Since education is part of progress, it is natural that credit union chapters offer educational opportunities to both current and future leaders in the Nebraska movement. As the educational arm of the League, the chapters provide educational programs to local credit union officials at regular chapter meetings.

As a result, these sessions often provide an opportunity for exchanging ideas and an outlet for disseminating the information that credit union executives and employees require to do a good job even better.

It is the individual chapter that determines which credit union educational programs and activities to undertake in order to answer the specific needs of credit unions within the chapter.

Equally important for chapters is the role of chapter officials in grassroots political involvement/advocacy efforts.

Legislative representation is critical to the continued survival of the credit union movement, and chapters are very much a part of that political involvement process. Serving as vital links between the League and credit unions, chapters are a valuable resource concerning legislative issues and the views and concerns of local credit unions.

Chapters have always been, and will continue to be, the backbone of the credit union movement, fulfilling a dual role as credit union educator and grassroots legislative link.

## **Policy of Assigning Credit Unions to Chapters**

The League Board of Directors adopted the following policy on assigning credit unions to chapters:

1. A credit union will be assigned to a chapter's jurisdiction based on the principal location/office of the credit union as determined by the credit union's board of directors and as approved by the League Board.
2. If a credit union's principal location/office is situated more conveniently to another chapter's meeting site than to the meeting site of the chapter to which it presently belongs, the credit union's board of directors may petition the League Board and the chapters involved for approval to affiliate with the chapter having the more convenient meeting site.
3. If a credit union relocates its principal location/office from one chapter jurisdiction to another, the credit union can exercise a grandfather clause permitting it to remain in the chapter to which it presently belongs. Further, the credit union would have the right to transfer at a later date to the chapter jurisdiction in which its principal location/office is located. Once the credit union elects to make the transfer, it would no longer have any right to be reassigned to the chapter from which it transferred.
4. Under all circumstances, a credit union will be included in the Geographic District in which its principal location/office is situated for the purpose of voting and other district related activities even though it may be affiliated with a chapter in another Geographic District.

The League should be informed of any changes regarding the credit union's principal location/office or any plans to switch from one chapter jurisdiction to another. League Board and chapter approval, as applicable, will be required before a change becomes effective.

## CHAPTER POSITION DESCRIPTIONS

### Chapter President

The president is responsible for providing the leadership for the chapter. It is the duty of the president to give the chapter direction, to motivate people to work for the chapter, and to try to bring out the best that each person has to offer. The president works for the unity of the chapter, shows the other officials the way to achieve their objective, and strives to keep all things working together harmoniously for the good of the chapter, the League, the credit unions and the credit union members.

The president of a chapter has the responsibility to see that specific tasks are accomplished.

#### Duties:

- Preside at all meetings of the chapter and the chapter board of directors.
- Conduct and coordinate chapter affairs in accordance with the bylaws of the chapter.
- Assume responsibility for all meetings of the chapter personally or by delegation.
- Appoint regular or special committees needed to carry out chapter functions, and act as an ex-officio member of such committees.
- Keep the chapter informed on current correspondence, news contained in Chapter News and programs of the League and CUNA by informing appropriate chapter officials and/or having announcements made at chapter meetings.
- Represent or appoint someone to represent the chapter at community and civic events upon invitation.
- Represent and speak for the chapter at all other meetings when attending as a chapter delegate.
- Develop trained and responsible leadership among the members of the chapter. The chapter president is a "team builder."
- Cooperate with the chapter secretary in issuing meeting notices and oversee the return to the League office of all chapter meeting notices and minutes for publication.

### Chapter Meeting Agenda

Meeting Date Location

I. Attendance-Call to Order

II. Reports:

- A. Secretary's Report
  - Approve previous meeting's minutes
- B. Treasurer's Report
- C. President's Report
- D. League Director
- E. League Consultant
- F. CUNA Mutual Representative
- G. Corporate Credit Union Representative
- H. Legislative Liaison
- I. Other Reports

III. Old Business:

IV. New Business:

V. Program or Speaker

- Name & Title
- Association
- Subject

VI. Adjournment

## Chapter Vice President(s)

The vice president is the back-up person for the president. In the president's absence or disability, the vice president will be called upon to fill his/her role and to perform all the duties of the president. The vice president can lend vital assistance to the president and is an important source of support for the president. This is a key position in the chapter.

### Duties:

- Preside at meeting in the absence of the president.
- Be prepared to succeed to the presidency in the event of a vacancy in that office. The vice president should be thoroughly familiar with the duties of the president.
- Function as the chairman of major committees as needed.
- Work to involve inexperienced members of the chapter in special committees or projects.
- Make certain all who serve on behalf of the chapter are given their deserved recognition for that work by the chapter.
- Function as the program chairman, unless a program chairman has been specifically designated.
- Serve in whatever other capacity the president may assign.
- Act as chapter representative or delegate at all functions and meetings not attended by the president.


The vice president may be assigned specific duties by the chapter officials, such as chairing special projects and may be called upon by the president to assist in any way necessary for the good of the chapter.

## Chapter Secretary

The secretary shall keep a record of the meetings of the chapter and chapter officials, and these records or a copy of these records must be forwarded to the League office in a timely fashion. The accuracy and completeness of these chapter records are the responsibility of the secretary.


### Duties:

- Conduct correspondence and maintain the records of the chapter.
- Handle chapter finances in the absence of the treasurer.
- Check attendance at all meetings.
- ☐ See Chapter Attendance Record in **Forms** section.
  - Take accurate minutes of all chapter meetings, both regular or special. If no meeting is held during a certain month, the League office should be notified of that fact.
  -
- ☐ See Minutes of Regular Monthly Chapter Meeting in **Forms** section.
  - Cooperate with the chapter president to promptly forward a copy of the monthly chapter meeting minutes to the League office.
  - Work closely with the program chairperson in coordinating the information contained in the chapter meeting notices.
  - Inform the League about any change in officials and provide appropriate information about the new officials.

	<p><b>Helpful Hint – Publishing Chapter Meeting Information</b></p> <hr/> <p>To have upcoming chapter meeting information published in the AFILLIATE, complete and return the Notice of Chapter Meeting postcard (PR-1) to the league office. A sample of the card can be found in the Forms section of this handbook. If no meeting is held during a certain month, the League office should be notified of that fact.</p>
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- Act as presiding officer in the absence of the president and the vice president(s).
- Retain and maintain a copy of current chapter bylaws.
- Maintain a current list of credit unions and addresses within the chapter area.
- Answer routine inquiries and correspondence when necessary.

To help make the secretary's job easier, standard attendance and meeting minutes forms have been provided by the League. Samples for photocopying can be found in the Forms section of this handbook.

	<p><b>Helpful Hint – Chapter Meeting Notices</b></p> <hr/> <p>To stimulate attendance at your chapter meeting, include the following:</p> <ul style="list-style-type: none"> <li>• Guest Speaker's Name &amp; Title</li> <li>• Topic to be presented</li> <li>• Special items of interest</li> </ul>
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**Minutes Of Meetings**

Chapter meeting minutes sent to the League office should contain:

- Name of chapter and type of meeting - regular or special
- Date of meeting
- Place of meeting
- Time of call to order
- Number of persons present
- Presiding officer
- Statement that minutes of previous meeting were read and approved
- Reports of officers and committees - regular or special
- A record of chapter business transacted
- Time of adjournment

## Chapter Treasurer

The treasurer shall be responsible for accounting to the chapter officials for such funds and property as shall be in the possession of the chapter.

- \$ Receive all funds and deposit them to the chapter's account.
- \$ Pay all mandatory obligations incurred by the chapter, such as postage, with the approval of the chapter board of directors.
- \$ Present the current bills each month to the board of directors for approval. If the chapter operates under a budget, budget items may be paid by the chapter treasurer without further approval.
- \$ Maintain accurate and complete records of all receipts and disbursements.
- \$ Work with the program committee in planning chapter dinners, meetings, and other events involving expense or income to the chapter.
- \$ Submit a financial report at each regular business meeting.
- \$ Send a billing of chapter dues to each member credit union in the chapter area by the date shown in the bylaws.
- \$ Keep a list or inventory of items owned by the chapter. In addition, keep a record of who has possession of these items.
- \$ Handle chapter secretary duties in the absence of the chapter secretary, including taking minutes and handling correspondence.
- \$ Send a year-end financial statement to the League office as soon as the statement is available.

► See Report of Activities for the Year Ended in **Forms** section.

It is extremely important that the year-end financial statement be submitted to the League. The League consolidates this information and reports it to the Internal Revenue Service.

### How Are Chapter Funds Obtained?

The operating expenses of each chapter, such as postage, printing, rentals, etc., may be defrayed by assessing dues on all chapter member credit unions at a rate determined by a majority vote of chapter members at each annual meeting.

Dues rates for chapters are variable and can be assessed in several ways:

- A fixed annual membership fee per credit union;
- Assessed as a percentage of income (with a maximum and minimum), or
- Per capita amount.

Some dues are required in accordance with the chapter bylaws. Other funds may be secured by other legal fund-raising means approved by chapter members within the limitations of the bylaws.

### What Are Some Safeguards for Chapter Funds?


The financial records of the chapter must be audited at least annually. The chapter board of directors should appoint an auditor or an audit committee to perform this task.

In addition to the annual audit, an audit should be performed any time a new treasurer takes charge of the funds.

A copy of the audit report should be forwarded to the League office. A standard audit form prepared by the League is provided for your convenience.

▶ See Auditor's Verification Form in **Forms** section

▶ See Report of Audit Committee in **Forms** section

	<p><b>Helpful Hint – Chapter Funds</b></p> <hr style="border: 0.5px solid black;"/> <p><b>As a matter of principle, keep only the amount of funds necessary to carry out specific projects in the chapter treasury.</b></p>
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### **Nebraska Sales, Use and Hotel Occupancy Taxes Relative to Chapter Activities**

From time to time, chapter officials request information on whether the chapter is tax exempt from the payment of Nebraska Sales, Use and Hotel Occupancy Taxes when making purchases of its own goods and services in the name of the chapter. **Chapters are not exempt from these taxes.**

The Nebraska Credit Union League is an association comprised of credit unions situated in the State of Nebraska. While federal and state chartered credit unions enjoy a legislative exemption from the payment of Nebraska Sales, Use and Hotel Occupancy Taxes, the League itself is not exempt from these taxes.

Chapters are a subsidiary of the League whose purpose is to carry out educational activities in their assigned geographical areas. Since chapters are, in reality, an extension of the League, they are subject to the payment of Sales, Use and Hotel Occupancy Taxes in the same manner as the League.

### **Chapter Board of Directors**

A chapter is governed by its officers, called an executive committee or board of directors, made up of individuals from credit unions within the chapter's area. To be eligible for election and continue in office, a candidate must be a member of a credit union in good standing in the Nebraska Credit Union League.

Normally, not more than one member of any credit union shall serve as a chapter official at anyone time. The officers meet as necessary. Regular meetings of the chapter are held as specified in the chapter bylaws or fixed by the chapter officers or directors.

**Duties:**

- ✦ Meet as needed.
- ✦ Give direction and purpose to the chapter activities throughout the year.
- ✦ Plan and coordinate chapter activities.
- ✦ Outline the chapter's goals and objectives for the year.
- ✦ Appoint standing or special committees to help achieve objectives.

The board should "plot the course" they want their chapter to follow during the year. This action should result in an outline such as the Chapter Planning Activity Worksheet and then the Chapter Planning Calendar found in the Forms section of this handbook. By planning in advance, the board can distribute a six-month or full year's meeting schedule to the chapter membership.

▶ See Chapter Planning Activity Worksheet in **Forms** section.

▶ See Chapter Planning Calendar in **Forms** section.

## APPOINTED POSITIONS

### The Chapter Legislative Liaison

Credit unions consistently rank legislative representation as the most important service the League and CUNA can provide. There's no question that protecting credit union interests in the national and state capitals is important, but the real political strength in the movement is in the grassroots efforts of individual credit unions. The vital legislative link between the League and the credit union is the chapter Legislative Liaison.

**Duties:**

- Help educate and motivate credit union members in his or her chapter.
- Contact local credit unions and request assistance to write letters and make calls to legislators when necessary.
- Help bridge the gap by arranging dinner meetings or other events with the legislators and local credit union people. It's important for legislators and credit union people to meet each other and understand how the other operates.
- Facilitate and assist in fund-raising events to support political action efforts by the League's state and national political action committees. The Legislative Liaison can be a powerful ally in persuading chapter people to contribute.
- Encourage credit union people to participate in other ways during political campaigns, such as making phone calls for candidates during election years.
- Serve as a valuable resource for the League as well as credit unions concerning legislative issues and the views and concerns of local credit unions. Provide feedback about questions or problems member credit unions have concerning legislation.

Legislative representation is critical to the continued survival of the credit union movement, and the Legislative Liaison is very much apart of that representation process.

Think of the chapter Legislative Liaison as a type of Paul Revere, who sounds the alarm during times of danger.

## CHAPTER PLANNING

### The Purpose of Chapter Planning

There are several reasons for chapter planning. Chapters perform a valuable service to credit unions at the local level by providing a communication link between the Nebraska Credit Union League and the credit unions in the chapter, as well as between the credit unions themselves.

As a primary component of the Nebraska Credit Union League, a chapter's ultimate purpose is to support the mission of the League which states:

**Nebraska Credit Union League's  
Mission Statement**

**To protect and perpetuate the credit union movement in Nebraska by providing leadership, direction, support and information through qualified staff, effective communications, and beneficial programs and services.**

Inclusive in the communication link that chapters provide is the need to provide the credit unions within the chapter a source of networking (social and business) and a vehicle for low cost-educational opportunities.

### Objective

Chapter planning will help the chapter achieve the following objectives:

1. Develop relevant and productive chapter activities that will benefit the credit unions as a result.
2. Build relationships within the chapter which will keep the credit unions competitive with other financial institutions and will add value to their individual operations.
3. Develop systematic learning programs and/or workshops that will provide credit unions the information and skills necessary to compete in the current environment.

### Pre-Planning Questions

#### 1. Why develop a chapter plan?

- Evaluate current chapter functions. Who is attending?
- Anticipate change.
  - a. Possible increase/decrease in participation and attendance?
- Test validity of chapter mission statement.
  - a. Is it still on target or has focus changed?
- New views/ideas should be explored. They may set anew direction.

#### 2. What areas should the plan address?

- Attendance.
  - a. Which credit unions attend? Who is representing them?
- Participation.
  - a. What is the level of interest/enthusiasm from attendees?

**3. What should the chapter be doing to be successful? What does successful mean to our chapter?**

- Each chapter is unique.
- Define what would make your chapter successful.

**4. Why do people attend the chapter meetings?**

- Convenience - local
- Personal
- Educational
- Networking

**5. What does the chapter do best?**

- Capitalize on what works.

## Chapter Planning Activity Flow Chart

**1. Introductions/Planning Purpose**

- Discussion of "Why develop a chapter plan."

**2. Expectations**

- What are participants anticipating from the planning process?

**3. Identify Needs of the Chapter/Credit Unions**

- What are the needs of the credit unions in your chapter that planned activities should be meeting?

**4. Determine the Realities**

- What can/cannot be done to meet the identified needs?

**5. Establish Goals for the Chapter**

- Define specific achievements desired.

**6. Set Interim Objective**

- Short-term achievable goals to support long-term goals.

**7. Develop Tactical Plan**

- Devise mode of operation.

**8. Evaluate Progress**

- Assess progress periodically to determine adjustments necessary.

## Chapter Planning Activity

**TASK 1: Identify needs of the credit unions that the chapter should be meeting.**

- What do credit unions want and need from chapter activities? A sample of ways to determine what your chapter credit unions want and need are:
  - a. A written survey/questions mailed to credit unions.
  - b. Evaluation forms for programs to be completed by attending credit unions.
  - c. Telephone survey of credit unions who do not attend chapter meetings.

**TASK 2: Assess/evaluate prior year's chapter activities.**

- Which programs excelled? Which did not?
- Which meetings had large attendance? Why?
- What made the difference?

**TASK 3: Determine the realities of meeting the needs just identified.**

- Does the chapter have the necessary resources?
  - a. People
  - b. Time
  - c. Funds

**TASK 4: Establish goals for the chapter.**

- What specifically should the chapter achieve to be successful? (Refer to your definition of successful under pre-planning questions.)
  - a. Long term
  - b. Short term

**TASK 5: Set interim objectives.**

- What must happen to achieve the desired goals?
  - a. Interim objectives are very specific and should have a definite time for completion.
  - b. The accomplishment of several interim objectives should reach the desired goals.

**TASK 6: Develop tactical plan.**

- A tactical plan states how the interim objectives and desired goals are to be achieved.
  - a. Who will be responsible?
  - b. Where will it take place?
  - c. How will it be funded?

**TASK 7: Evaluate progress.**

- The plan should be revised periodically to assure no adjustments are needed and that proceeding will achieve success.
- A plan destined to fail and not adjusted will only bring on failure faster.
- If need be, the entire plan should be rewritten to achieve the desired goals.

► See Chapter Planning Activity Worksheet in **Forms** section.

## Chapter Planning Activity - Facilitation Tips

**Facilitation Purpose:**

- To provide neutral guidance to the group process by encouraging full participation with discussion and resolve to achieve a common objective.

**Facilitator Role:**

- Process role, separate from decision-making or power role.
  - A neutral servant of the group
  - Not judgmental

- Encourages participation
- Raises issues
- Holds group back
- Questions/alternatives
- Keeps group on track
- Ensures that no one is allowed to dominate
- Does not evaluate or contribute ideas
- Energizes the group

	<p><b>Helpful Hint – Facilitator</b></p> <hr/> <p><b>Contact your League Consultant to serve as a facilitator during your chapter planning sessions.</b></p>
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## Chapter Planning Activity - Chapter Budget

The chapter board of directors should meet and develop an operating budget for the coming year. At a minimum, this should include:

- Income
- Chapter dinners \*
- Other income
- Expenses
- Chapter dinners \*
- Postage, mailing costs
- Board of director meetings
- Other

\* Income and expense of chapter dinners can be figured at a net gain, break-even or loss. The budget should also show the net anticipated gain or loss for the year.

► See Chapter Planning Calendar in **Forms** section.

## CHAPTER MEETINGS

### Types of Meetings

Chapter meetings should result in some change in knowledge, attitude, behavior or skill on the part of the credit union officials and employees attending. To accomplish this, several types of meeting formats may be used:

#### The Forum

A forum is a meeting in which all present have an opportunity to speak and express opinions. It is generally used to develop orderly discussions after a subject has been introduced by a speaker, panel, powerpoint or other presentation. The chairperson or moderator calls for questions and comments from the audience. He or she repeats any questions received, directs it to a particular speaker or panelist, keeps the discussion active and orderly and summarizes what has been said when necessary for clarity.

#### The Lecture

The program chairperson briefly introduces the speaker, giving his or her background, qualifications, particular items of interest in the subject, and the importance of the subject to credit unions. The guest then speaks, covering the subject as he or she sees it. After the lecture, the speaker will usually open the floor for questions.

#### The Symposium

Two or more speakers are seated at a table facing the audience. The program chairperson sits in the center and introduces the speakers in succession. Each speaker then makes a short, specific talk on one aspect of the subject or problem. Afterward, the program chairperson makes the necessary transition remarks to the next talk. After all have spoken, the chairperson makes closing summary remarks.


#### The Panel

A group of several persons with specific knowledge engage in orderly discussion before a listening audience. Participants and the chairperson remain seated during the discussion. The exchange is informal, spontaneous and often impromptu, yet follows a pattern of organization that has been prepared in advance. The chairperson or moderator introduces the panelists and starts the discussion, usually with a general question. He or she guides and stimulates discussion with further questions and comments, following a flexible outline.

### Special Recognition/Special Event Meetings

In addition to educational meetings, or in conjunction with them, your chapter may want to give consideration to other types of meeting formats or programs including:


- **Public Relations Events** to let the community know that credit unions care?  
Credit Union Day  
Consumer Education
- **Legislative Night**  
Invite lawmakers as chapter guests. Make the evening an opportunity for credit unions to get to know their lawmakers.
- **Chapter Social** or other networking events not having a formal program.  
Network and get to know your credit union peers. A social/networking event is an excellent opportunity to combine efforts with other chapters in your area.

	<p><b>Helpful Hint – Chapter Meetings</b></p> <hr/> <p><b>Remember, a chapter’s responsibility is education of credit union individuals. But, special events and social functions are an excellent way to divert from the standard chapter meeting format, as long as these events are not the main focus of the chapter</b></p>
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## The Chapter Meeting - The Place to Get Involved

The chapter meeting is the place to get involved. Encourage everyone to invite an individual from a credit union that does not attend regularly or invite a credit union co-worker to the meeting. Once these individuals agree to attend, here are a few steps to make them feel welcome and motivate them to attend future meetings:

- Be friendly and eager to meet new people.
- Devote part of your time at meetings getting acquainted with new individuals.
- Seek out a new face as you enter the meeting room and as you search for a seat at a table. Make it a point to introduce yourself to someone you do not already know.
- Follow through - introduce this new individual to another member(s).
- Arrange seating where people face each other. This promotes conversation.
- Remember - everybody worked hard to get these individuals to the meeting. A bit of your personality offered sincerely may help keep them coming back.

	<p><b>Helpful Hint – Getting People involved</b></p> <hr/> <p><b>Invite a credit union co-worker to the meeting, or someone from a credit union that does not attend regularly.</b></p>
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## Ten Steps to Increasing Attendance at Your Chapter Meetings

- Interesting, well-planned, well-organized and well-publicized chapter programs.
- Attractive and informative meeting notice, mailed 10 to 14 days prior to the date of the meeting.
- Meetings should be held on a regularly scheduled date and time.
- Credit union sponsorship of meeting and rotation of meeting location.
- The business meeting should be concise and move quickly.

- The meeting should be educational and for the exchange of information and ideas of benefit to all attendees.
- The type of meeting should vary, and a program developed of the greatest interest for all credit union people in the chapter area.
- The agenda should provide for a general discussion period.
- Business and Educational Meeting
- Dinner Meeting/Speaker
- Panel
- Legislative Night
- President or chairperson should keep the meeting under control and moving as rapidly as possible.
- Short social period to precede or conclude meeting.

## Making Arrangements for a Speaker

Chapters are encouraged to make the most of those resources available to them through the League and other affiliated organizations. Individuals from these organizations are always willing and eager to make presentations at chapter meetings. Refer to Speaker Topics/Chapter Presentations found in the Chapter Resources section of this handbook.

	<p><b>Helpful Hint – Securing a Speaker from the League Office</b></p> <hr/> <p><b>Send a written request to the Nebraska Credit Union League, Attention: President’s Office, notifying the League of your topic area. The President’s office will then confirm an appropriate speaker and notify the chapter in writing.</b></p>
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When securing a speaker from outside the credit union movement, such as law enforcement officers, special interest groups, etc., the following suggestions may be helpful:

- Make initial contact either by phone or mail.
- Written confirmation should follow.
- Discuss the objectives of the meeting with your speaker.
- Determine the specific topic to be covered.
- Brief the speaker on the amount of time available for the presentation, the audience to be addressed and the occasion of the meeting (regular chapter meeting or special recognition meeting).
- Provide the speaker with the specific time, location and date of the meeting.
- Discuss special equipment needs, if any, with the speaker, and your chapter's ability to make these arrangements.
- Arrange to meet and greet the speaker.

## Meeting Planning Checklist

- 🕒 Date of Meeting
- 🕒 Time of Meeting
- 📍 Meeting Location

- ⌚ Necessary Facilities Arranged
- ⌚ Room Set-up
- ⌚ Special Requirements
- ⌚ Sponsoring Credit Union(s)
- ⌚ Type of Meeting Planned
- ⌚ Educational
- ⌚ Social/Networking
- ⌚ Special Event (Legislative Night)
- ⌚ Recognition Meeting
- ⌚ Speaker & Topic Determined
- ⌚ Promotion and Publicity Mailed
- ⌚ Agenda Prepared
- ⌚ Invocation
- ⌚ Opening Remarks
- ⌚ Registration - Who will handle (night of meeting)

▶ See Meeting Planning Checklist in **Forms** section.

## Getting People to Meetings

This is not likely to happen without some planning, promotion, phone calls or special invitations to those not currently active in chapter functions.

Make an effort to plan your chapter meetings well in advance, so that interesting and detailed information can be provided to your chapter secretary for distribution in meeting notices. If your members know that upcoming meetings are offering the programs they have requested or want, they will be more likely to attend.

### MARKETING TIPS:

- Chapter meeting notices should contain as much exciting, detailed information as possible.
- Place upcoming meeting information on table tent cards that can be read while waiting for dinner to be served.
- Ask each active chapter member to "bring a friend."



### Helpful Hint – Increasing Attendance

**Make a call or personal visit to credit unions that are not active chapter participants.**

## Evaluating Your Chapter Meetings

It is important that someone in the chapter provide an overall evaluation of each chapter meeting. This information will be extremely helpful when planning for the following year.

Your evaluation should include information on:

- Meeting Location
- Business Meeting
- Presentation or Educational Program
- Total Number of Credit Unions in Attendance
- Total Number of People in Attendance
- Other Comments

Use your monthly evaluation forms to complete a yearly summarization form. This information will save time when planning for the next year's programs and will provide valuable background information on successful and not so successful chapter meetings and programs.

A sample meeting appraisal form and a yearly summarization form has been developed for your convenience by the League office. An original copy of each can be found in the Forms section of this handbook.

▶ See Chapter Meeting Appraisal in **Forms** section.

▶ See Chapter Meeting Annual Summarization in **Forms** section.

## CHAPTER GUIDELINES

### Installation of Chapter Officers

If a short installation ceremony is desired, the following procedures may be used:

1. Have all persons that were elected to office come to the front of the room one at a time, as they are introduced.
2. Introduce each one by name and the office to which they have been elected.
  - Stand in line diagonally facing the audience. The officer issuing the oath should stand opposite the group and diagonally facing the audience.
3. Ask an individual to raise their right hand and repeat the Pledge.
  - Copies can be distributed and read to facilitate a smooth performance.

**Chapter Officer's Pledge**

I, \_\_\_\_\_, having been elected an official of the \_\_\_\_\_ Chapter of the Nebraska Credit Union League, do solemnly pledge:

- To serve this Chapter to the best of my ability, placing its welfare above special interests and personal ambitions;
- To preserve the credit union heritage given into my care and to champion the cause of the credit union movement;
- To observe the principles and standards of leadership as described in the Chapter Officials Code of Ethics; and
- To cooperate with representatives of the Nebraska Credit Union League and the other officials of this Chapter to promote the policies and objectives of the Chapter and the Nebraska Credit Union League.

With humility I ask for strength so that I may guide the credit unions within this Chapter with wisdom and courage.

Date \_\_\_\_\_

Installing Officer \_\_\_\_\_

► See Chapter Officer's Pledge in **Forms** section.

### Reporting Chapter Officials

It is important that each chapter provide the League office with an updated and accurate list of chapter officials annually, following your elections of officers.

Notification should also be sent to the League office anytime a change is made to the chapter officials.

A Directory of Chapter Officials form is provided for convenience in maintaining accurate records of chapter officials.

▶ See Directory of Chapter Officials in **Forms** section.

## Reporting Chapter and Chapter-Related Information

### Meeting Information - Monthly

All chapters are required to regularly submit copies of the chapter minutes to the League office. We ask that the chapter secretary or other designated person submit minutes of chapter meetings to the League office in regular and timely fashion.

Your regular chapter meetings serve as a forum for credit union leaders to share ideas and offer comments and suggestions about the League services and programs. The information gathered from the chapter minutes provides feedback and program information that is of great value when planning educational programs and making training decisions.

▶ See Minutes of the Regular Monthly Chapter Meeting in **Forms** section.

### Upcoming Meeting Information

Upcoming chapter meeting program information (date, location, time, topic and speaker) is published monthly in the League newsletter, which every League credit union receives. To include your chapter's upcoming meeting information on the roster, received each month by the chapter secretary or corresponding secretary must be completed and returned promptly to the League office.

In addition to the AFFILIATE, the League also publishes a separate Chapter News newsletter just for chapters. The newsletter aims to provide you with ideas for future meetings by listing a summary of other chapter meetings. Some of the information in Chapter News is taken directly from the meeting minutes your chapter sends to the League office each month.

The Nebraska Credit Union League is committed to providing your chapter with quality programs and resources, your assistance, in the form of current chapter information and details is greatly appreciated.

▶ See Notice of Chapter Meeting Card in **Forms** section.

## Chapter Tax Returns

Annually, the League completes and files a consolidated tax return on behalf of all the chapters in Nebraska. This procedure has worked well in the past, since each individual chapter treasurer is relieved of the responsibility to file a tax return; the League is assured that a timely tax return has been filed; and we've fulfilled that portion of the requirement to protect the League's tax-exempt status.

### Chapter Responsibility:

- The chapter treasurer must submit the chapter's summary statement of income and expense for the year (yearly financial report). This information is then used to compile the consolidated chapter tax return.

- This information must be submitted to the League office as soon as it is available, no later than February 15th of the following year.

If you have any questions regarding submitting year-end chapter financial information, contact the League Office.

**Chapter activities are covered under the League's Bond and Casualty Insurance Policy.**

## CHAPTER RESOURCES

### Chapter Sponsored Charitable Events - Guidelines for Contributions

The following guidelines are for contributions from your League or Services Corporation to chapter-sponsored charitable events.

1. Events must be sponsored by a chapter for a "bona fide" charitable event. As a point of clarification, the event must be CHAPTER sponsored. An event supported by the chapter, but actually sponsored by a particular credit union, does not qualify.
2. The request for a donation must come from the Chapter President who represents the chapter making the request. The request will be made to the President/CEO.
3. The President/CEO will determine the appropriateness of the request and determine the timing of the donation.
4. The maximum annual donation shall be \$500 per chapter.
5. Donations are not cumulative. In other words, if a request is not received from a particular chapter in a given year, the chapter may not request two donations the next year.

### Educational Programs

The Nebraska Credit Union League offers a wide variety of educational opportunities throughout the year. These sessions are designed to help credit unions develop their most valuable resource - their staff and volunteers.

### Chapter Leaders and Legislative Liaison Retreat

The Chapter Leaders and Legislative Liaisons Retreat is an annual "chapter specific" training program. Chapter officials participate in a hands-on workshop featuring fresh ideas and information to help build participation and increase volunteerism. Legislative Liaisons receive an update on current bills affecting credit unions and the credit unions' state and federal political action committees.

A yearly schedule of upcoming education sessions is published each fall. Contact the Nebraska Credit Union League for a complete list of educational sessions and training opportunities.

### Leadership

#### The Resource of Leadership

Although you have specific duties in your particular chapter role, you do not face them alone. Chapter leadership is truly a team effort, and cooperation is the key to your success. Below are some ways to make the most of the teams to which you have access.

#### Working with Other Chapter Leaders

This includes those within your own chapter, and those on the boards of other chapters. Each person has a unique combination of experience and contact. By talking with other chapter leaders at chapter events, League events and educational sessions, and informal credit union gatherings,

you will develop knowledge of their strengths and potential for contribution. With this knowledge you can seek assistance and involvement, rather than bearing all responsibilities alone. Seminars and conferences, especially the annual Chapter Leaders and Legislative Liaisons Retreat, are excellent opportunities for building your own network. The Chapter Officials list provides another means by which to contact other chapters.

## **Working with Member Credit Unions**

This group comprises those working or volunteering for credit unions in your chapter. This group of people have a great deal to contribute and offer. Keep them informed about chapter activities and look to them for suggestions. There are a number of informal ways to reach out to chapter members, including using the social portion of your monthly meetings, or breakfast meetings for small local groups. Your chapter's members are a link to the credit union industry. They are also potential leaders themselves. By developing such relationships, you are developing future leadership for the chapter.

## **Working with League & Services Corp. Staff**

This handbook lists the specific resources available to your chapter. The Nebraska Credit Union League staff, will provide information that will enable you to deal with specific chapter business.

Their role is to work with you so that the chapter's purposes are met. Take every opportunity to meet with the League staff at seminars, conferences and other meetings. This is an essential step in developing productive working relationships.

## **Newsletter**

### **Chapter News**

This Chapter newsletter was developed to provide chapter officials with concise up-to-date "chapter specific" information. It also serves as a quick reference for chapter meetings, providing information to be reported at the meeting. The periodic newsletter is sent to the chapter president officers.

The chapter president continues to receive a copy of all educational brochures mailed from the League office.

## **Speakers Resources**

### **Locating Speakers**

The Nebraska Credit Union League staff and members of specific affiliated groups are prepared to speak at chapter meetings. These individuals can present programs on a broad range of topic areas. A list of topic suggestions, brief description of the presentation and approximate presentation time is provided on the Speakers Topic/Resource Chart that follows.

The League can help assist your chapter in scheduling League staff to speak at your chapter meeting. Requests for a particular speaker or topic area should be mailed or faxed to the Nebraska Credit Union League, Attention: President's Office. A speaker will be arranged to meet your needs and written confirmation will be mailed to your chapter.

## **Other Speakers**

There are several good sources for chapter speakers in addition to League staff, including CUNA Mutual, Corporate Credit Union and other affiliated organizations. As you choose speakers, try to select an individual who is capable of speaking in front of a group in a manner that encourages learning. An individual with some experience and success in presenting workshops or educational programs would be ideal.

There are lots of people around us who have expertise in a given area and are capable of sharing that expertise in well-presented chapter programs.

## **Credit Union Professionals and Volunteers**

There is a wealth of talent in the credit union community such as credit union presidents, marketing directors, loan officers, and other officials, who should not be overlooked as a source of speakers. These credit union individuals possess talents, skill and expertise in areas such as marketing, product knowledge, loan processing techniques, cross-selling and youth marketing, to name a few. Keep these individuals in mind when searching for chapter speakers.

## **Local Resources**

Individuals familiar with certain aspects of credit union operations – for example: attorneys, auditors, collectors and credit bureaus - are a good sector from which to find speakers. Don't overlook governmental agency personnel involved with regulations and programs affecting credit unions. Many times, state and federal regulators will send a representative to speak to a group or chapter about regulatory issues. Local law enforcement agencies will often send a representative to give presentations or topics relevant to their field such as robbery, fraud and embezzlement. Your local chamber of commerce maintains a list of individuals who will speak on a wide variety of topics. Other resources include: Internal Revenue Service, FBI, local and state law enforcement agencies, NCUA, Department of Banking, other investment sources.

The subject matter will dictate the choice of speaker for your program. However, contact your League for further recommendations.

## **Speaker Topics/Chapter Presentations**

To help chapters plan programs and select up-to-date topics, the League has prepared a list of popular speaker topics. Each of these topics can be covered in approximately 30 minutes or within the time constraints specified by the chapter. A brief description of each program content is provided.

A copy of these topics should be inserted here.

## **AWARDS & SCHOLARSHIPS**

### **Dora Maxwell Award**

The Dora Maxwell Social Responsibility Program was established to encourage credit union and chapter involvement in community projects and activities. Community involvement can enhance credit unions' image and is a great opportunity to give something back to the community. Your chapter can participate in a wide variety of community outreach activities. Examples of activities that might qualify for a Dora Maxwell Award include:

- Fundraising for charitable organizations such as the United Way; or collecting books and dolls for a program like Toys for Tots.
- Volunteering to answer phones for a telethon.
- Helping an organization or agency with events or projects, such as coaching a Special Olympics team.
- Chapters compete against each other.
- Winners receive awards at the League Annual Meeting. First-place state winners advance to the national competition. National winners are recognized at CUNA's Governmental Affairs Conference in Washington, D.C.
- Details and entry forms for this competition are mailed to all chapter presidents each fall.

### **Education Scholarships**

## CHAPTER BYLAWS AND CODE OF ETHICS

### Chapter Bylaws and Code of Ethics

A copy of the chapter's own official bylaws should be inserted at the end of this section.

Also included is a copy of the Code of Ethics for Chapter Officials.

### Code of Ethics For Chapter Officials

#### FOREWORD

Every official of a Chapter of credit Unions should be constantly aware of the solemn responsibility to:

- “serve those who have elected me to this high office with the best that is in me;
- continually increase my knowledge of credit union history, philosophy and operations;
- be ever mindful of the great heritage of our forefathers, Raiffeisen, Desjardins and Filene;
- guard, preserve and enrich the credit union ideals given into my care; and to
- always place the welfare of the credit union movement above specialist interest.”

**The CUNA Directors' Pledge**

#### Principles of Leadership

- A. Highest standards of personal conduct shall be observed at all times. Integrity, unselfishness, humility and cooperativeness shall be regarded as basic dimensions of behavior.
- B. Those who hold positions of trust shall be especially careful in the handling of their personal affairs.
  1. They shall not use their positions to further personal interest nor to secure special privileges.
  2. They shall not accept gifts or payments for their personal benefit in any form with value in excess of \$75.00 for doing business with a particular commercial enterprise or person. This would not apply to incidental advertising specialties or items which are distributed generally by a person or corporation making the gift.
  3. They shall not promote or engage in any activity harmful to the best interest of the Chapter, the Nebraska Credit Union League or its credit unions.
- C. It shall be the obligation of any who perceive improper conduct on the part of an official to take necessary and immediate steps to protect the chapter.
- D. Officials shall be alert to prevent the efforts of any person or group from acquiring or exercising influence in the Chapter for purposes that are incompatible with Chapter objectives.

#### Official Responsibilities

- A. Promotion and protection of the best interests of the League and Chapter shall be the primary responsibility of all officials.
- B. Every person elected or appointed to a position shall make every reasonable effort to learn the duties of that position and engage in educational activities that will increase the skills for discharging the responsibilities involved.
- C. Elected officials shall attend and participate in scheduled meetings as regularly as possible throughout the terms of office.

- D. Elected officials shall seek always to cooperate fully with each other. Personal feelings and beliefs should not be allowed to interfere in the cooperative relationships of one person with another in the discharge of responsibility.
- E. Elected officials shall adhere conscientiously to the laws and bylaws concerning reimbursement for time and expenses involved in their volunteer Chapter activities.

**Standards for Chapter Officials**

- A. Chapter officials and potential officials shall be given fair and equal consideration regardless of race, color, creed or sex.
- B. Chapter officials shall make every effort to provide maximum information to Credit Union officials to improve the welfare of credit unions.
- C. Chapter members and the League shall be kept fully informed of the programs and activities through accurate minutes and financial statements.
- D. Participation in community affairs, and cooperation with other organizations, shall be encouraged as a responsibility of membership in the society of which the Chapter is a part.

## CHAPTER FORMS

### Chapter Forms

This section contains samples of forms referenced throughout the handbook. Chapters can photocopy these forms for their own use.

- Chapter Attendance Record
- Minutes of the Regular Monthly Chapter Meeting
- Notice of Chapter meeting
- Report of Activities for the Year Ended
- Auditor's Verification Form
- Report of the Chapter Audit Committee
- Chapter Planning Activity Worksheet
- Chapter Planning Calendar
- Meeting Planning Checklist
- Checklist for Special Meetings
- Chapter Meeting Appraisal
- Chapter Meeting Annual Summarization
- Chapter Officer's Pledge
- Directory of Chapter Officials

## CHAPTER ATTENDANCE RECORD

Chapter \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_ Place \_\_\_\_\_

		Please indicate (✓) your credit union position.					
NAME	Board	Credit Comm.	Suprvy Comm.	CEO Pres.	Staff	Guest	CREDIT UNION
1.							1.
2.							2.
3.							3.
4.							4.
5.							5.
6.							6.
7.							7.
8.							8.
9.							9.
10.							10.
11.							11.
12.							12.
13.							13.
14.							14.
15.							15.
16.							16.
17.							17.
18.							18.
19.							19.
20.							20.

<b>TOTALS:</b>	Board	Credit Comm.	Suprvy. Comm.	CEO Pres	Staff	Guests	Credit Unions
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CHAPTER SECRETARY: Please submit totals to the Nebraska Credit Union League.

**Chapter of the Nebraska Credit Union League**

**MINUTES OF THE  
REGULAR CHAPTER MEETING**

The regular meeting was held at (location, include city) \_\_\_\_\_  
\_\_\_\_\_, at \_\_\_\_\_ P.M. (A.M.), \_\_\_\_\_, 19\_\_\_\_\_.

Minutes were recorded by \_\_\_\_\_, Acting Secretary.

Number of people in attendance: \_\_\_\_\_ Number of credit unions represented:  
\_\_\_\_\_ Speaker or Leader (first/last name): \_\_\_\_\_

Speaker's Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Subject: \_\_\_\_\_

Details of the program: \_\_\_\_\_

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Next Chapter Meeting: Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ City \_\_\_\_\_

Program: \_\_\_\_\_

Additional details (speaker, etc.): \_\_\_\_\_

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Future meeting dates: \_\_\_\_\_

Reports (in brief):

President: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

League Director: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer: Reported for the month of \_\_\_\_\_, showing a balance of \$ \_\_\_\_\_ from the previous month, with \$ \_\_\_\_\_ Income, \$ \_\_\_\_\_ Expense, and a new Cash Balance of \$ \_\_\_\_\_ .

Others: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Unfinished Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New  
Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chapter Officers, League Directors, League Personnel, and Guests present were: \_\_\_\_\_

\_\_\_\_\_

Meeting adjourned at \_\_\_\_\_ P.M. (A.M.)

Secretary \_\_\_\_\_

President \_\_\_\_\_

**NOTICE OF CHAPTER MEETING**

\_\_\_\_\_ Chapter  
of the Nebraska Credit Union League

**MEETING:**

Month \_\_\_\_\_ Date \_\_\_\_\_

Day of Week \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ City \_\_\_\_\_

Theme/Subject of Talk \_\_\_\_\_

Details (speaker, title, place of employment, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

**Chapter of the Nebraska Credit Union League  
REPORT OF ACTIVITIES FOR THE YEAR ENDED \_\_\_\_\_**

Cash Balance as of December 31, (previous year-end) \$ \_\_\_\_\_

Revenues:

Chapter dues	\$ _____
Payment for meals at meetings	_____
Fund raising activities	_____
Donations	_____
Other revenues	_____

Total Revenues Received \_\_\_\_\_

Balance \$ \_\_\_\_\_

Less Expenditures:

Meeting expenses (meals, etc.)	\$ _____
Speakers' fees	_____
Scholarships and awards	_____
Advertising	_____
Officials' expenses	_____
Other expenses	_____
	_____
	_____

Total Expenses Incurred \_\_\_\_\_

Cash Balance as of Year-End \$ \_\_\_\_\_

\_\_\_\_\_  
President/Chairperson

\_\_\_\_\_  
Treasurer

**AUDITOR'S VERIFICATION FORM**

Chapter \_\_\_\_\_

Date \_\_\_\_\_

Cash on hand: \$ \_\_\_\_\_

Cash on deposit: \_\_\_\_\_

Other accounts: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Plus deposits \_\_\_\_\_

Minus expenses \_\_\_\_\_

Ending balance as of (date) \_\_\_\_\_ \$ \_\_\_\_\_

I have examined the necessary records of the above named chapter and, except for the comments enclosed (if any), have found the records to reflect fairly the financial activity of the chapter for the period \_\_\_\_\_, 20 \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_\_.  
Month Year

Name of Auditor (print): \_\_\_\_\_

Signature of Auditor: \_\_\_\_\_

Credit Union: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Return this form to the League office.

Nebraska Credit Union League  
4885 South 118<sup>th</sup> Street, Suite 150  
Omaha, NE 68137  
(402) 333-9331 □ (800) 950-4455

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**Chapter  
of the Nebraska Credit Union League**

**REPORT OF THE CHAPTER AUDIT COMMITTEE**

The \_\_\_\_\_ Chapter Audit Committee has found that the activities of this Chapter over the past year have been conducted in an overall satisfactory manner and in accordance with existing rules and regulations.

Upon completion of this audit, we recommend that the following actions be taken:

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In the opinion of this committee, other than noted above, the policies and practices of the Chapter Board of Directors are sound, and contribute to the continuing growth of credit unions and to the improvement of services offered to credit union members in this area.

The officers of this Chapter have been conscientious in attending board meetings, conferences, workshops and other educational sessions to increase their knowledge of credit union trends and services. They have continued to function as dedicated individuals and in the best interests of the credit unions served by the Chapter.

Respectfully submitted,

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

Date \_\_\_\_\_

\_\_\_\_\_  
Member

**Chapter of the Nebraska Credit Union League**

**CHAPTER PLANNING ACTIVITY WORKSHEET**

**TASK 1: Identify needs of the credit unions that the chapter should be meeting.**

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**TASK 2: Assess/evaluate prior year's chapter activities.**

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**TASK 3: Determine the realities of meeting the needs just identified.**

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**TASK 4: Establish goals for the chapter.**

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**TASK 5: Set interim objectives.**

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**TASK 6: Develop a tactical plan.**

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**TASK 7: Evaluate progress.**

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**Chapter of the Nebraska Credit Union League**

**CHAPTER PLANNING CALENDAR**

Type of Meeting **JANUARY** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **FEBRUARY** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **MARCH** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **APRIL** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **MAY** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **JUNE** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **JULY** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **AUGUST** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting **SEPTEMBER** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting    **OCTOBER** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting    **NOVEMBER** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

Type of Meeting    **DECEMBER** \_\_\_\_\_, 19 \_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ Subject: \_\_\_\_\_  
Speaker: \_\_\_\_\_  
Speaker's Title/ Affiliation: \_\_\_\_\_  
Location (include city): \_\_\_\_\_

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### MEETING PLANNING CHECKLIST

- 🕒 Date of Meeting \_\_\_\_\_
- 🕒 Time of Meeting \_\_\_\_\_
- 🕒 Meeting Location \_\_\_\_\_
- \_\_\_\_\_ Necessary Facilities Arranged \_\_\_\_\_
- \_\_\_\_\_ Room Set-up \_\_\_\_\_
- \_\_\_\_\_ Special Requirements \_\_\_\_\_
- 🕒 Sponsoring Credit Union(s)
- 🕒 Type of Meeting Planned
  - \_\_\_\_\_ Educational
  - \_\_\_\_\_ Social/Networking
  - \_\_\_\_\_ Special Event (Legislative Night), \_\_\_\_\_
  - \_\_\_\_\_ Recognition Meeting
- 🕒 Speaker & Topic Determined \_\_\_\_\_
- 🕒 Promotion and Publicity Mailed \_\_\_\_\_
- 🕒 Agenda Prepared \_\_\_\_\_
- \_\_\_\_\_ Invocation \_\_\_\_\_
- \_\_\_\_\_ Opening Remarks \_\_\_\_\_
- 🕒 Registration - Who will handle (night of meeting) \_\_\_\_\_

**CHECKLIST FOR SPECIAL MEETINGS**  
**Legislative Night, Recognition Meeting, Credit Union Day Celebration**

Date \_\_\_\_\_ 19 \_\_\_\_\_

**CHAIRPERSON**

- ⌚ Determine date.
- ⌚ Select suitable locations.
- ⌚ Outline general overall plans and program.
- ⌚ Establish cost.
- ⌚ Determine method of handling finances.
- ⌚ Select principal speaker.
- ⌚ Select meal and cost to include tax and tip (if serving meal).
- ⌚ Select toastmaster or master of ceremonies.
- ⌚ Determine list of guests.
- ⌚ Determine people to sit at speaker's table and seating arrangements.
- ⌚ Furnish toastmaster with details for introductions.

**PROGRAM AND PUBLICITY**

- ⌚ Invite speaker and ask for confirmation.
- ⌚ Complete details of program outlined.
- ⌚ Complete promotional release for mailing.
- ⌚ Complete details of program and forward information to League office.
- ⌚ Arrange for entertainment, if any.
- ⌚ Invite public officials, state and national legislators, and ask for confirmation.
- ⌚ Invite special guests.
- ⌚ Arrange for equipment -microphone, podium, etc.

🕒 Notify people at speaker's table where they are to meet prior to the start of the meeting.

🕒 Assign someone to meet speaker, special guests and legislators.

## **REGISTRATION**

🕒 Registration Form

🕒 Registration Record

🕒 Tickets, if necessary

🕒 Personnel to handle registration.

## CHAPTER MEETING APPRAISAL

Use this form to provide an evaluation of the chapter meeting. This form can be distributed to everyone in attendance or only to a random selection of individuals.

Please rate the following areas:

**Meeting Location:**

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

**Business Meeting:**

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

**Education Program:**

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

Can you use the information presented by the speaker in the operation of your credit union?

Yes \_\_\_\_\_ No \_\_\_\_\_

Did you introduce yourself to anyone tonight that you hadn't met before?

Yes \_\_\_\_\_ No \_\_\_\_\_

How many individuals attended the meeting from your credit union? \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_

Topic Covered \_\_\_\_\_

Speaker Name & Title \_\_\_\_\_

Please complete and leave with any chapter officer. Thank you.

**CHAPTER MEETING ANNUAL SUMMARIZATION**

This form can be used by chapter leaders to review and evaluate chapter meetings for an entire year. It provides a convenient way to summarize the year's program activities and maintain a record that may be useful in planning next year's activity.

Please complete this information monthly on chapter programs.

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

Number of Credit Unions Represented \_\_\_\_\_ Number of Persons Attending \_\_\_\_\_

How would you estimate the overall response to this program?

- Very Good      Good      Fair      Poor

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

Number of Credit Unions Represented \_\_\_\_\_ Number of Persons Attending \_\_\_\_\_

How would you estimate the overall response to this program?

- Very Good      Good      Fair      Poor

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

Number of Credit Unions Represented \_\_\_\_\_ Number of Persons Attending \_\_\_\_\_

How would you estimate the overall response to this program?

Very Good      Good      Fair      Poor

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

Number of Credit Unions Represented \_\_\_\_\_ Number of Persons Attending \_\_\_\_\_

How would you estimate the overall response to this program?

Very Good      Good      Fair      Poor

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

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Comments \_\_\_\_\_

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**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

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Comments \_\_\_\_\_

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\_\_\_\_\_

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

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\_\_\_\_\_

**MEETING MONTH** \_\_\_\_\_

Program Topic \_\_\_\_\_

Speaker (Name, Company & Title) \_\_\_\_\_

Number of Credit Unions Represented \_\_\_\_\_ Number of Persons Attending \_\_\_\_\_

How would you estimate the overall response to this program?

Very Good      Good      Fair      Poor

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CHAPTER OFFICER'S PLEDGE

I, \_\_\_\_\_, having been elected an official of the  
\_\_\_\_\_ Chapter of the Nebraska Credit  
Union League, do solemnly pledge:

To serve this Chapter to the best of my ability, placing its welfare  
above special interests and personal ambitions;

To preserve the credit union heritage given into my care and to  
champion the cause of the credit union movement;

To observe the principles and standards of leadership as  
described in the Chapter Officials Code of Ethics; and

To cooperate with representatives of the Nebraska Credit  
Union League and the other officials of this Chapter to promote  
the policies and objectives of the Chapter and the Nebraska  
Credit Union League.

With humility I ask for strength so that I may guide the credit unions within this Chapter with  
wisdom and courage.

Date \_\_\_\_\_

Installing Officer \_\_\_\_\_

**DIRECTORY OF CHAPTER OFFICIALS FOR YEAR \_\_\_\_\_**

**Chapter of the Nebraska Credit Union League**

Name	Address, City, Zip Code	Area Code & Telephone No.	Email
<b>President</b>	Credit Union		
<b>Vice President</b>	Credit Union		
<b>Secretary</b>	Credit Union		
<b>Treasurer</b>	Credit Union		
<b>Director</b>	Credit Union		
<b>Director</b>	Credit Union		