Sustainability Skills: Making it Through your First Years as a Chapter

Jenny Hoffman and Rebecca Schafer
Faculty Disclosure

- Faculty Name: Jenny Hoffman
- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None

- Faculty Name: Rebecca “Beckie” Schafer
- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None
This session is not eligible for continuing nursing education contact hours
Objectives

• Successfully transition from honor society to chapter

• Learn the common areas that need to be strengthened for successful long-term operations
Phase 1 of Development

Inquiry—How to Start a Chapter

• Learn about STTI
• Learn about requirements to start a chapter
• Decision to start process
Phase 2 of Development

Formation of a Developing Honor Society

- Plan Chapter structure
- Appoint & orient board
- Bylaws
- Plan the membership experience!!
- Goals & Action Plan
- Plan Budget & Fees
- Plan Programs & Member Benefits
- Plan for Communications & Promoting the DHS
- Plan for Membership Eligibility
- Begin drafting policies & procedures
Phase 3 of Development

Operating as a Developing Honor Society

• Inductions
• Board Planning Meetings
• Communications with Members
• Programs & Benefits
• Required Annual Business Meeting
• Engaging members
• Membership renewals
• Finances
• Insurance
• Elections
Phase 4 of Development

Application Submission & Review

• Are You Ready to Apply?
• Complete Application
• Submit Application
• Review cycle
• Continue operations--- Above and beyond minimum requirements
• Start of transitional trainings
Phase 5 of Development

Application Submission & Review

• Approval
• STTI & IRS paperwork
• OIS Trainings
• Planning Official Charter Ceremony
• Conducting Official Charter Ceremony
• More transitional trainings
Phase 6 of Development

New Chapter

- Engaging and communicating with members
- Following chapter bylaws
- Operating as a chapter
- Completing required reports
- More transitional trainings
Charter Amendments

Add a school of nursing to an existing chapter (at-Large)
Merge two existing chapters (at-Large)
• Collaboration

Divide an at-Large chapter
• Sustainability
First Year

• S
• U
• R
• V
• I
• V
• A
• L
First Year

• Staff
• U
• R
• V
• I
• V
• A
• L

• Consultations
• Webinar Trainings
• Resources
First Year

• S
• Understand Your Members
• R
• V
• I
• V
• A
• L

• Welcome your members
• Know your members
• Ask your members what they want
First Year

- S
- U
- R\textbf{enew Your Purpose}
- V
- I
- V
- A
- L

- Know your purpose
- Why did you start a chapter?
- Why is the chapter important?
- What kind of membership do you want to create for members?
- Renew your purpose each year
First Year

- S
- U
- R
- V oracious planning & follow-through
- I
- V
- A
- L

Board meetings--
- Goals--- Strategic Plan
- Action Plan
- Communications Plan
- Program Calendar & Other Benefits
- Financial Plan
- Leader Succession Plan
- Transition Plan
- Written policies & procedures
First Year

- S
- U
- R
- V
- Involve members
- V
- A
- L

- Create opportunities
- Build excitement
- Promote opportunities
- Welcome members
First Year

- S
- U
- R
- V
- I
- V

Value Your Members

- Plan it for your members—make it worthwhile
- Recognize your members
- Build a sense of community and pride
- Help them see their unique talents and value
First Year

- S
- U
- R
- V
- I
- V
- Ask Members
- L

Personally…

- Ask members how the chapter can help them grow professionally
- Ask members their thoughts and opinions
- Ask members to attend programs
- Ask member to get involved
First Year

- S
- U
- R
- V
- I
- V
- A
- Leadership

• Promote leadership opportunities
• Have a Leadership Succession Plan
• Transition/Orient new leaders
• Acknowledge leaders
Now what?
Questions?
Upcoming Sessions

• Program Planning 101

• Program Development: Virtual is the New Reality

• Fundamentals of Creating a Policy and Procedure Manual

• Cultivating Future Leaders