

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

Jenny Hoffman and Rebecca Schafer

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# 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
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This session is not eligible for continuing nursing education contact hours

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# Objectives

- Successfully transition from honor society to chapter
- Learn the common areas that need to be strengthened for successful long-term operations

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# Phase I 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

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# 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

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# 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

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# Phase 5 of Development

## Application Submission & Review

- Approval
- STTI & IRS paperwork
- OIS Trainings
- Planning Official Charter Ceremony
- Conducting Official Charter Ceremony
- More transitional trainings

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# Phase 6 of Development

## New Chapter

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

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# 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

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# First Year

- **S**
  - **U**nderstand Your Members
  - **R**
  - **V**
  - **I**
  - **V**
  - **A**
  - **L**
- Welcome your members
  - Know your members
  - Ask your members what they want



## First Year

- **S**
  - **U**
  - **Renew 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

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

## First Year

### Board meetings--

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

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# First Year

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

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

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# First Year

- **S**
- **U**
- **R**
- **V**
- **I**
- **Value Your Members**
- **A**
- **L**

- 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

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# First Year

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

- Promote leadership opportunities
- Have a Leadership Succession Plan
- Transition/Orient new leaders
- Acknowledge leaders

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# Now what?



Questions?

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# Upcoming Sessions

- Program Planning 101
- Program Development: Virtual is the New Reality
- Fundamentals of Creating a Policy and Procedure Manual
- Cultivating Future Leaders

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