



**Department Chairman**

**What is Expected**

**How Do I Meet Those Expectations**

# A Chairman's Year – Part 1

- Preparation
- Organization
  - Activation
  - Operation

# A Chairman's Year

- Reporting
- Training
- Follow Up
- Reporting
- Review

# A Chairman's Year

- **Preparation**
- As Soon as Possible After Ratification
  - Advance Reading
    - Constitution
    - Bylaws
    - Operating Structure
  - Review Prior Year with Previous Chair

# A Chairman's Year

- **Organization**
- **Within 30 days After Ratification**
  - **Meeting with Committee**
    - Get Acquainted
    - Determine Skills
    - Set Responsibilities
    - Review budget
  - Review Meeting Authorizations
- **Determine Event Deadlines**

# A Chairman's Year

- **Activation**
  - Prior to Fall Conferences
  - Finalize Plan and Event Calendar
  - Joint Meeting with District Chairs
  - Publish Plan and Event Calendar
    - Department Newsletter
    - Adjutant's Report at Conferences
    - District and Post Newsletters

# A Chairman's Year

- Operation
  - As Set On Calendar
- Ensure Involvement of Committee Members

# A Chairman's Year

- Reporting
  - Fall DEC
    - Written Report
    - Oral Report as Required
  - Midwinter Commission and DEC
    - Written Report - Both
- Oral Report to Commission and to DEC as required

# A Chairman's Year

- **Education and Training**
  - Midwinter Conference
- Information Table at Programs Fair
  - Presentation as Requested
    - Coordinate with Training Committee

# A Chairman's Year

- **Follow-Up**
  - Spring District Conference
  - Ensure District Chairs have Info for Report
    - Prior to June DEC
  - Finalize Committee Program as Required
  - Prepare Budget for Submission to Finance
    - Coordinate Format with Adjutant
  - Circulate Proposed Budget to Committee for Comment

# A Chairman's Year

- Report and Recognize
- Budget – Finance & DEC
  - Defend Proposed Budget
- Written and Oral Reports to DEC
  - Department Convention
- Report Year's Activities to Delegates
  - Present Awards as Needed

# A Chairman's Year

- **Review**
  - **Prior to Department Convention**
  - Evaluate Committee Members Performance
    - Highlight Successes In Program
  - Identify Possible Improvements in Program
    - Submit Review to Department
    - **Following Convention**
- Be Available to Successor for Discussion



QUESTIONS?