

***Chapter President-Elect: Role Expectations***

Thank you for accepting the responsibility of the Chapter President Elect- this typically will begin a two year term the first year as the President-Elect and the second year as the President. The President-Elect is responsible for providing education to chapter members and chapter elections. This is a quick guide to help keep you and your chapter on track for a successful year!

**January and February:**

 Plan the year’s first **\*Business Meeting\*** with the chapter officers (may be face to face or via conference call).

 At this meeting:

 Help develop the initial chapter work plan focusing on education. Consider having goals for fundraising, Advocacy activities, Urology Nurses’ Week celebrations, Chapter Newsletters, Chapter Facebook Page, Chapter website…

 Help brainstorm on how to get all the chapter officers to participate in a Volunteer Leaders’ Workshop (VLW)

 Review/revise the role descriptions for each of the chapter officer positions

 Help complete chapter supply checklist

 Verify Chapter Board contact information to the Secretary

**March and April**

 Start process to provide education to chapter members- Develop education committee

 Familiarize yourself with the “Chapter” section on the SUNA web site

**May and June**

 Remind members about the Awards and Scholarship that the SUNA Foundation offers. Most applications are due by **June 1st**

 Make sure the CRF has been submitted to the National Office

**September and October**

 Haven’t had an educational meeting yet…UH OH!! Use the *Fast Track* CDs and schedule a virtual meeting.

 Fall uro**Logic** Conference – contemplate “raffling” off complementary registration for one of your members

**November and December**

 Plan a chapter celebration for Urology Nurses Week – November 1-7

**Things to remember**

 The year goes by FAST!! Don’t let it slip by.

 Follow your chapter work plan, review and update at each meeting

 Recruit chapter members to help with chapter activities – be on the lookout for future leaders

 Balance work and fun! Plan informal get together to exchange ideas

 Orient the president elect to the president position

 Business meetings do not have to be super formal…do you work with fellow officers? If you discuss chapter business during a break in the action this can be counted as a business meeting.

 Education meetings do not have to be full day events. SUNA offers free CNE opportunities through the *Fast Track* or free monthly CEs.

 Meet at a member’s home, restaurant, meeting room…and watch the free monthly CNE or webinar together and discuss the content –as long as you have 3 or more members at the meeting this can count as a chapter education meeting

 Discuss a journal article with your co-workers at work during a break in action – as long as you have 3 or more members discussing the article together this can count as a chapter education meeting

 Don’t forget to participate on the Bi-Monthly Chapter Presidents Leadership Workshop Conference Calls