

2018 Fall Chapter Advocate Process & Script

(Billows Sept 2018)

The Fall Chapter Report is an opportunity for the Chapter President to provide their Chapter Advocate and District Board information mainly about the chapter's previous 6 months' activity (March 1 – September 1) and the chapter's involvement with District programs and procedures. The Chapter Advocate serves as a resource person to both the Chapter and the District and is the chapter's main communication link to the District. The Chapter Report contains indicators that are useful to the District Board for developing programs and policies and provides an opportunity for the District Board to become more familiar with all Land O' Lakes chapters. The Division VP uses the Report information to prepare a summary for presentation at the Fall District Board and House of Delegates meetings.

Process:

1. The Chapter Report form is sent to all Chapter Presidents and Chapter Advocates in early September, posted on the LOL website Document Center page and on LOL's Basecamp 3.
2. The Chapter Advocate contacts the Chapter President to inquire if there are any questions about items in the report. They confirm a date for the completed Report to be sent back to the Chapter Advocate. A listing of all Chapter Advocates and their chapter assignments are on Pages 12 and 13 of the LOL District Directory. **(Recommend the Report be returned to the Chapter Advocate by mid-September)**
3. After receiving and reviewing the completed Chapter Report, the Chapter Advocate prepares for a follow up phone call to the Chapter President. This is to clarify responses, provide information, and identify any follow up items, etc. **(Below are some Priority and Encouragement discussion items, for the follow up conversation with President, that might not be addressed in the Chapter Report.)**
4. The Chapter Advocate completes the Chapter Report, with their personal notes from the follow up phone call, and highlights items for the attention of District Officers. The Chapter Advocate then sends the final Chapter Report to Dan True, Gordon Billows, and Judd Orf for information and follow up.

Priorities:

- *Self Determination – Chorus organization – BHS FAQ (All male or mixed chorus or all female?)
- *Convention/House of Delegates representation
- *Parade of Checks (YIH/HF/SCH) – about 12/43 US and 5/5 Chapters participated in 2017
- *Chapter's Compliance Reports (about 50% of all LOL chapters are non-compliant)
- *BHS Chapter Assessment program (Judd Orf)
- *Succession planning – elections – Oct. 15th
- *Membership recruitment/retention programs
- *Fall convention agenda items – concerns/suggestions

Encouragement:

- Chapter goals/strategies - progress
- Officers on BHS Member Site by Oct 31st
- Leadership Academy – attendance and course suggestions
- Standing Ovation Program
- Chorus coaching requests – Take Coaching to the Chapter
- Community involvement/performances/charities
- Marketing and P/R in community
- Website/social media updates/assistance (12/48 chapter links are **not** functioning on the LOL website listing)
- Chapter Newsletters on LOL website – only 5 links are active – Can contact Tyler Smith
- Generation differences – understand/reach out

Chapter Advocate involvement with Chapter – installations, presentations, chapter/board events