



LEADERSHIP TIPS

CHAPTER ADMINISTRATION TIPS

There are several activities that must be done by chapter leaders to ensure the health of the organization. Some of those activities are leadership-driven – setting goals, recruiting new members, communicating with members/HQ, and developing more leaders for the future.

Other activities are administrative in nature, and equally, if not more important. Those tasks are required for a strong chapter infrastructure. Administrative activities include managing the chapter's finances; understanding and implementing the bylaws; running effective meetings; updating chapter contact information; and submitting correct annual reports. The list below provides a quick snapshot of those activities. Further details can be found in separate documents in the [downloadable resources area](#) of the SPJ website.

CONTACT INFORMATION

Upon the completion of chapter elections, be sure to update your chapter officers' contact information with HQ. This ensures your connection to the staff personnel, the Regional Coordinators who support the chapters, the national database, and other SPJ chapters. This is critically important – don't let time pass you by and miss out on important information.

BYLAWS

The national and chapter bylaws are the organization's basic rules for conducting business. The National SPJ bylaws are in the SPJ board policy manual. A set of model bylaws is available for your own chapter's use. Both documents can be found on SPJ's resources page.

ANNUAL REPORT

The annual report is the national organization's required information-gathering tool. This document provides a picture of your chapter's overall health and helps your Regional Coordinator understand which chapters excel and which chapters need help.

CHAPTER FINANCES

This may be commonsensical, but your chapter's financial assets must always exceed its liabilities. If you don't already have one, appoint a board member as treasurer. That person is charged with keeping current records of all your chapter's financial transactions. However, remember that the financial responsibilities fall to the entire board so be sure to have one or two board members as signatories to your chapter's account along with the treasurer. The treasurer also is required to "make a prompt and proper report" of the chapter's financial condition upon request of the executive director, regional coordinator, or national officer. Penalties for failure to maintain proper financial records are severe. Training videos for campus treasurers and one for pro chapter treasurers are available on the downloadable resources webpage.

CHAPTER OFFICERS

Who's responsible for the chapter? The leaders elected by the chapter's membership are given the authority, responsibilities, tasks – and trust – to ensure the chapter's success. Each officer is responsible for a specific area of chapter management and operations. However, a team-oriented approach works best. You can find basic chapter leaders' roles and responsibilities on the downloaded resources webpage. Take time to talk about mutual expectations, an annual calendar, responsibilities, and teamwork. That advance time to plan and strategize will help you take your chapter to the next level of success.

MEETING MANAGEMENT

While the level of formality in decision-making varies in chapters, we recommend having a meeting agenda, documenting the event with minutes/notes, and using Parliamentary Procedure. While that may feel excessive in formality, know that at the national level, Parliamentary Procedure is used at all board and national member meetings. Check out the Parli Pro cheat sheet on the SPJ website.