



Chapter Formation Committee Charter

COMMITTEE PURPOSE:

The Chapter Formation Committee (CFC) provides guidance to ACMP members in support of successful establishment of new, vibrant ACMP chapters.

COMMITTEE JOB DESCRIPTION:

The CFC communicates the guidelines for chapter formation and provides guidance to ACMP members interested in forming a chapter. The committee's job is to ensure a smooth formation process and a solid foundation for new ACMP chapters in local communities to build on in alignment with global ACMP strategies and goals.

COMMITTEE OPERATIONAL DELIVERABLES:

- **Chapter Formation Resource Library:** Review and edit documentation on chapter formation processes, policies, tools, templates, and documents that ensure global applicability, timeliness, and relevance to aid in the development of new chapters in a structured consistent approach.
- **Recommend New Chapters:** Review ACMP Chapter applications, work with chapter leaders to assist in answering questions and chapter formation, obtain necessary paperwork and make formal recommendations to the BOD.
- **Targeted Chapter Growth Planning and Execution Support:** Assist in developing a Targeted Chapter Growth Plan. Assist in planning and the execution of recruiting new chapters and communicating with interested leaders at ACMP conferences. In addition, provide support in forming Regional Networks, as needed.
- **Coaching:** Provide support to new leaders working through the process of forming their chapter to ensure consistent information exchange and identify opportunities best practices among and for ACMP Chapters.

- **Reporting:** Report submitted quarterly to the BOD on the activities of the Committee.
- Additional work, as necessary, to fulfill the committee's purpose or to assist in the work of chapter focus groups in the area of chapter formation and affiliation.

COMMITTEE MEMBER TIME COMMITMENT FOR ONE-YEAR TERM:

- Minimum of monthly committee meetings via voice or on-line meeting.
- Expectation of a minimum of four hours per month in addition to meetings to assist potential chapter leaders in the process of forming a chapter.
- Additional conference calls as needed

COMMITTEE COMPOSITION:

- 6-8 committee members
- Term: One year

COMMITTEE ANNUAL BUDGET:

The 2019-20 budget for ACMP activities has been approved. The Committee will be supported by the Staff Liaison in verifying what is covered in this budget. Should budget be required for activities other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration

UPDATES AND CHANGES:

Please note that this charter is subject to updates and changes based upon the 2019/2020 Gameplan and Strategy work.