



Chapter Formation Committee Charter - 2019

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 for 2019:

- **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.
- **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:** Committee Workplan for 2019. 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. Two meetings in the first month, one for familiarization with Committee purpose and deliverables, second to develop Workplan for the year.
- 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



LEADERSHIP & INTERFACES WITH OTHER ACMP ENTITIES:

BOD: The Board Liaison for the Committee for 2019 is Dean Warman.

Staff: The Staff Liaison for the Committee for 2019 is Amanda Pastermack.

Other Committees: The CFC may work with chapter focus groups as they plan upcoming changes to chapter formation and affiliation.

COMMITTEE ANNUAL BUDGET:

The 2018/19 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 in 2018/19 other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration

APPROVAL DATE: September 28, 2018