



Local Chapter Resources From National

1. **Local Chapter Standard Operating Procedures:** Established to help Local Chapters start, grow, and perpetuate. Establishes uniform operating guidelines that allow Local Chapters to stay focused on their mission of providing system specific education on a local level.
2. **Core Seminar Topics for Local Chapters:** For a complete list of the seminars available for Local Chapters call the Chapter relations coordinator Sara Krueger at (800) 456-7799. The educators are experienced users or Vertafore trainer-consultants.
3. **Notebook Computers and Data Projectors:** Local Chapters pay shipping cost to use this equipment.
4. **Meeting Announcements Delivered by E-mail:** E-mail is a very cost-effective method for getting the word out on your meetings! Submit your meeting announcement (in an electronic format) as an attachment inside your e-mail to your Chapter relations coordinator. Identify your target audience—system types and area codes you want to reach with your meeting announcement. As soon as the data and document(s) are sent to the service provider, the e-mails are immediately transmitted. Your Local Chapter will be billed for the exact cost of the blast e-mail.
5. **Local Chapter “New Start” Help & National Resources:** NetVU provides consulting advice, and support for new Chapters. A Local Chapters Coordinator’s Guide has been developed as a recipe guide for new groups. Additional services include administration, program planning, budgeting, and a list of users to invite and involve in your new Local Chapter’s organizational efforts.
6. **Local Chapter “Re-Start” Help & National Resources:** NetVU provides consulting advice and support for groups that want to reactivate and become productive again.
7. **Local Chapter Insurance Coverage is available to all Chapters:** All that is required is compliance with the established Local Chapter Standard Operating Procedures. The Local Chapter’s must adopt bylaws, elect a slate of officers, obtain an EIN number, file tax forms with the IRS, establish a separate Local Chapter checking account and meet at least three times per year. Keep Local Chapter minutes, history, and tax information on file with NetVU office. The insurance coverages provided include: General Liability, Auto Liability (Non-owned & Hired only).
8. **NetVU Communities** - Consider recruiting someone from within your Local Group to be a Communities Manager. They can keep your Chapter’s information and events updated on the Communities.

9. **Local Leader Quarterly Newsletter:** This quick-read newsletter is packed with up-to-date news. The *Local Leader* is available to view on NetVU's website.
10. **Local Chapter Telephone Conferencing:** This is ideal for Local Chapter officers that are spread-out geographically. A telephone conference is coordinated by NetVU through their service provider. Local Chapter officers call into an 800 number, identify the call and call leader and the conference operator connects everybody together. Costs vary but you can budget on about \$30 per person, per hour on the call.
11. **MVP/ Charter Recognition:** A special event is held at the NetVU Conference that recognizes newly chartered Groups. MVPs, (Most Valuable Players) are nominated by their Chapter and recognized during the NetVU Conference.
12. **Local Chapter Leadership Training:** The Leadership Symposium is an opportunity for Local Chapter officers (and potential officers!) to meet and discuss the challenges of running a Chapter. This is a chance to learn from NetVU staff and each other. Topics include: recruiting membership, perpetuating your leadership, planning your meetings education sessions, communication and organizational skills, and using resources provided by NetVU.