

## **Core Competencies for Chapter Programming**

Chapters should use this sheet as a guide for their two year programming schedule for monthly educational programs. Subject matter experts from the Gilmer Institute of Learning are available to provide program support.

### **Education and Programming – 3 programs**

- Setting Goals and Objectives
- Meeting Planning 101
- Speaker Selection
- Marketing
- Program Content
- Diversity
- Special Events and Entertainment
- Evaluations

### **Technology – 2 programs**

- APEX
- Productivity Tools
- Online Registration Systems
- Virtual Meetings
- Effective Conference Websites

### **Facilities and Services – 3 programs**

- Convention Services
- International Meetings
- Requests for Proposals
- Site Selection

### **Leadership – 1 program**

- Facing the Challenge of Change
- Managing People
- Supervision
- Meeting Facilitation

### **Logistics – 3 programs**

- ADA Requirements
- Risk Management
- Exhibits
- Food and Beverage
- Function Room Setup
- Insurance
- Pre and Post Conference Briefings
- Speaker Preparation
- Specifications Guide
- Transportation and Shipping

### **Ethics – 1 program**

- Use of Travel Programs
- Fairness in Vendor Selection
- FAM Trips

### **Financial/Contract Management – 2 programs**

- Facility Contracts
- Budget
- Per Diem
- Sponsorships

## Sample Chapter Programming Schedule

### Year 1

January – Successful Program Evaluations	Education and Programming (1)
February – Understanding Insurance Needs	Logistics (1)
March – Soliciting Smart Sponsorships	Financial/Contract Management (1)
April – Choosing the Right Site	Facilities and Services (1)
May – Do I Really Need That FAM Trip?	Ethics (1)
June – Chapter Social	
July – Meeting Etiquette in the Blackberry Era	Technology (1)
August – Making Your Meeting ADA Friendly	Logistics (2)
September – New Marketing Strategies	Education and Programming (2)
October – Are You Thinking About the CGMP?	
November – Reduced Per Diem and Other Options	Financial/Contract Management (2)
December – Year End Gathering	

### Year 2

January – Effective RFPs	Facilities and Services (2)
February – Making the Most of Excel	Technology (2)
March – Plan Summer Chapter Fundraiser	
April – Working Around a Ramadan Schedule	Education and Programming (3)
May – Supervising Up and Down	Leadership (1)
June – Exhibition Hall Setup	Logistics (3)
July – Chapter Fundraiser at State Park	
August – How CVBs Can Help You	Facilities and Services (3)
September – Costs and Benefits of Virtual Meetings	Technology
October – Watch The Clauses in Your Contracts	Financial/Contract Management
November – Will the VIP Make or Break Your Event	Education and Programming
December – Year End Celebration	