

## **Being a Successful Co-Chair**

Congratulations! You've signed up to co-chair a project! Where do you begin? The list below is a BASIC guideline of things that should be done for every project. Keep in mind that depending on the size of the project, additional steps may have to be added.

As co-chair you should try to ensure that all people involved are participating as they've committed to. Major decisions should be run through the other co-chair(s) so that all co-chairs know what is happening. Take the initiative – don't wait for the other chair to call you – contact her and get the fun going!

Encourage a sit-down meeting at the beginning of the project for preliminary planning. This will help both of you air your goals for the project, etc.

If this is a large project, develop sub-committees. In this case, the co-chairs are responsible for overseeing the sub-committees (for example, sub-committees may include prizes, kiddie parade, food, games, etc.)

If, as you're running the project, you discover additional things that should be on the list, notify your chapter president. It's crucial for everyone to have this information.

### **Checklist (not necessarily in time-frame order)**

1. Meet with co-chair to discuss preliminaries and divide responsibility list. Purpose of event (social, family, activity, membership, community, etc.)
  - Date of event
  - Location of event
  - Reserve Room
  - Time of event
  - Write a newsletter article – who will do it, and when
  - Food selections
  - Door Prizes – who will buy, how many, what will they be
  - Necessary supplies for activity and who will purchase
  - Decorations for event, if applicable
2. Possible newsletter article? (coordinate with public relations local program manager)
3. Develop a PR campaign, if applicable (ANYTHING can be promoted as a membership pull). Work with Membership VP to ensure prospectives are invited.
4. Supply sign-up sheet at meeting
5. Secondary meeting with co-chair approximately 1 week prior to tie up last minute details
6. Have a sign-up sheet at meetings to encourage member participation.
7. Contact those that did not indicate yes or no on sign-up sheet and encourage them to participate.
8. Reminder calls 1-2 days prior reminding those that are participating or have not committed
9. Thank-you's to those that participated (either mailed, or via good & welfare in newsletter)
10. Prepare follow-up report for meeting (write-up for secretary), include thank-you's to helpers (could give incentives if wanted)
11. Complete follow-up report to SPE for RAVE LPM
12. Thank-you's to community resources, on letterhead if possible