

## GUIDELINES FOR PROJECT CHAIRMAN

**INITIAL THOUGHTS** Take time to sit down and think through the project. Ask yourself these questions.

1. What are the goals and purpose?
2. How many committee members will it require?
3. How much time will it take?
4. When will it start and when will it be finished?
5. How much money will it take to run the project?

### **ORGANIZE**

1. Review any past chapter project reports or SPE's in your chapter files.
2. Meet with your committee and remember to include them in all discussions.
3. Remember the chapter president is an honorary member of all committees and should be invited to all committee meetings.
4. Delegate jobs to others, and make sure each person understands what they are supposed to do. Keep in direct contact with them. Make sure they understand their responsibilities.
5. Plan to attend work nights and show your interest.

### **FOLLOW THROUGH**

1. Check frequently with your co-chair and with the committee to see that the project is on track.
2. Keep the chapter president updated on the project's progress.
3. Keep the board members and the general membership informed on the progress of the project.
4. Don't spend money unless it has been budgeted. Make motions concerning this prior to the project, not after.

### **RECORDS**

1. Make sure that a chapter project report, the project wrap-up form, and the project expense report is completed. The project wrap-up form should be completed immediately after the project has been completed. The project report form should be completed within 30 days of the project's completion. Turn in the completed project folder to the RAVE LPM.
2. Submit a wrap-up report to the chapter and publish it in your chapter newsletter. Include the number participating, money raised and service hours worked. Make sure you thank all committee members and workers.

### **AFTER THOUGHTS**

1. Make recommendations concerning the project on your project report.
2. Recognize the efforts of the members for their help. Try not to be a one-person project. Appreciate the efforts of others.

### **OTHER HINTS**

1. When making reports at chapter meetings, be prepared and remember too many details may be boring. Many small details can be left in the hands of a committee member for personal decisions.
2. Remember, when you delegate responsibility, you also delegate some decision making as well.
3. Be tactful. These members are volunteers with other responsibilities. Don't be upset if everyone does not share your interest and excitement.
4. Don't be afraid to admit mistakes and be patient with others. This is how we learn and grow.
5. Be responsible with your time schedule. Give people enough time to get the job done. Make your assignments clear. Be specific. Remember, they must understand what is expected of them to carry it out successfully.