D E F I N E ● F O C U S ● G R O W

Chapter Leader Worksheet (Sample)

Area of Focus	Description	Notes	Commitments & Plans
Visualize If you're sitting at this conference one year from now, what has to have happened in your chapter for you to feel satisfied with its progress?	We have a fully staffed executive committee and advisory board. Our chapter has increased its membership to 400 and our average meeting attendance is 75. We are a Gold Chapter of Excellence recipient.		
Barriers What are the three primary barriers or obstacles that could keep you from achieving that vision?	1. 3 underperforming executive committee members. 2. Anemic dues income. 3. Stale membership.		
Opportunities What are three opportunities you need to capitalize on to achieve what you have envisioned?	1. Potential donors. 2. Young professionals. 3. Fundraising golf tournament.		
Strengths What are three core strengths of your chapter that give you confidence you can achieve what you have envisioned?	1. Strong leadership succession plan. 2. Board member support & name recognition. 3. Consistent meeting schedule. 4. Large email list. 5. Loyal membership.		

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Visualize If you're sitting at this conference one year from now, what has to have happened in your chapter for you to feel satisfied with its progress?			
Barriers What are the three primary barriers or obstacles that could keep you from achieving that vision?	1. 2. 3.		
Opportunities What are three opportunities you need to capitalize on to achieve what you have envisioned?	1. 2. 3.		
Strengths What are three core strengths of your chapter that give you confidence you can achieve what you have envisioned?	1. 2. 3.		

D E F I N E ● F O C U S ● G R O W

Chapter Leader Worksheet
Maintaining Momentum

Priorities (What will you focus on?)	Involvement (Who will you include?)	Resources (What will you need to succeed?)	Comments & Ideas (What else will it take?)
Individual (Things you need to do personally) 1. 2. 3.			
Executive Committee (Things involving executive committee members) 1. 2. 3.			
Other 1. 2. 3.			