



INTERNATIONAL
SPECIAL EVENTS SOCIETY

Chapter Leadership Agenda – Chapter Management
ISES Chapter Leadership – Experienced
Leadership Meetings – ISES Eventworld® 2011
Thursday, August 5, 2010 8:30 am – 9:45 am

Facilitators will discuss ISES Operations refresher topics first, reminding all Chapter leaders of their importance. After that, facilitators will disperse to separate tables and hold roundtable discussions with leaders using the starter topics listed below.

ISES Operations Refresher course

- Finance Best Practices
 - Report templates
 - copies are available on the ISES Community
 - Taxes
 - Bills
 - Audits – policy?
 - Check signing policy
 - Expense repayment policy
- Legal Duties as a Board Member
- Chapter Reports/Rebates
 - President's Report, Financial Report, Board Meeting Minutes due 15th of month
 - Rebate Policy
- Membership
 - Price breakdown
 - Membership Drives
 - Membership Transfer
- Chapter Insurance
- Resources
 - ISES HQ
 - ISES Community
 - ISES RVP's/AC
 - Chapter Operations Manual

Discussion topics for roundtables:

- Creating a road map for your chapter
 - Application of SMART goals
- Conflict resolution
 - Conflict examples/solutions
- Membership engagement
 - Using committees/tasks forces
- Tapping into past leaders as ambassadors