



INTERNATIONAL
SPECIAL EVENTS SOCIETY

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

ISES Chapter Leadership

- Chapter By-Laws vs. Standard Operating Procedures/Policies
 - Definition of By laws vs. SOPs
 - Outline Board Positions
 - Financial Obligations
- 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
 - Using committees
- Chapter Insurance
- Logo usage
- ISES Community
 - Your role specific group
- Resources
 - ISES HQ
 - ISES Community
 - ISES RVP's/AC
 - Chapter Operations Manual