**Get Ready: Before Your Term Begins**

* Meet with the current VP of membership to discuss the responsibilities, standard operating procedures, resources, and best practices for the role. Review their contributions over the past year, progress toward annual goals, and ideas for the future.
  + Materials to review: [position description](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Resources/Toolkits/Resources%20By%20Leadership%20Position%20Toolkit/ATDChapterMembership.doc?_ga=2.176418853.1837891381.1544452308-1106022880.1509126965), board member contact information, standard operating procedures, role-specific resources
* Mark your calendar for upcoming board meetings and important chapter events.
  + Materials to review: chapter website and shared calendar
* Learn about the benefits of ATD membership, chapter membership, and Power Membership (also known as joint membership).
  + Materials to review: [ATD Membership webpage](https://checkout.td.org/membership), chapter membership webpage, [Power Membership webpage](https://www.td.org/members/chapters/power-membership-chapter-atd-membership)
* Brainstorm ideas for the year ahead and think about what impact you hope to have on the chapter.

**Get Set: The First 30 Days**

* Meet with the board to learn more about the chapter’s mission and vision, health, and operational plan.
  + Materials to review: chapter mission and vision, chapter health dashboard, chapter operational plan
* Review the board’s policies, procedures, and communication tools, and familiarize yourself with the expectations of individual board members.
  + Materials to review: board policies and procedures, communication tools
* Complete the Chapter Leader Onboarding Checklist to learn about ATD and the resources available for ATD chapter leaders. Connect with your Chapter Relations Manager (CRM) and National Advisor for Chapters (NAC) to share questions and discover best practices.
  + Materials to review: [Chapter Leader Onboarding Checklist](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/Board%20Development/Chapter%20Leader%20Onboarding%20Checklist.pdf?_ga=2.9486963.754894907.1543940307-1106022880.1509126965), [CRM contact information](http://www.td.org/crm), [NAC contact information](http://www.td.org/nac)
* Review the Chapter Affiliation Requirements (CARE) to learn about joint membership activities and identify data that you will need to track throughout the year.
  + Materials to review: [CARE webpage](https://www.td.org/chapters/clc/care), [CARE Element Matrix](https://www.td.org/chapters/clc/care/element-matrix), [Joint Membership Activities job aid](https://www.td.org/chapters/clc/care/joint-membership-activities)
* Assess how the chapter welcomes members and shares information about the benefits of membership, both online and in person.
  + Materials to review: chapter membership webpage
* Learn about the process for purchasing chapter and ATD memberships individually and together in one transaction. Confirm whether or not your chapter participates in the Membership on the Store program. If your chapter does participate, learn about how these records are stored in the chapter’s database. If your chapter does not participate, learn about the program by visiting the Chapter Membership on the Store’s webpage.
  + Materials to review: [Steps for Processing ATD Memberships](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Membership%20Landing%20Page/Instructions%20for%20Processing%20ATD%20Membership%20payments.pdf?_ga=2.134469745.1837891381.1544452308-1106022880.1509126965), [Chapter Membership on the Store webpage](https://www.td.org/chapters/clc/membership-on-the-store/), procedure for importing member records
* Request a joint membership calculation and an ATD state list from your CRM to track joint membership and identify prospective Power Members in your region. Review the Power Membership resources to increase your chapter’s joint membership percentage.
  + Materials to review: [ATD Member List Request Form](https://forms.td.org/view.php?id=220&_ga=2.134469745.1837891381.1544452308-1106022880.1509126965), [Power Membership Resources webpage](https://www.td.org/chapters/clc/powermembership)
* Devise strategies to increase engagement with students and young professionals in your chapter.
  + Materials to review: [Engaging Students and New Professionals Toolkit](http://files.astd.org/ChapterServices/Toolkits/Engaging%20Students%20and%20NP%202015.pdf?_ga=2.170476899.2125334581.1543437754-1106022880.1509126965)
* Develop an elevator pitch to recruit new chapter members, volunteers, and/or committee members who can assist with membership-related tasks, such as welcoming new members at chapter events.
  + Materials to review: [Elevate Your Recruiting Message webcast](https://www.td.org/videos/elevate-your-recruiting-message)
* Review Sharing Our Success (SOS) submissions related to membership to identify best practices that you can implement at your chapter.
  + Materials to review: [Membership SOS Submissions webpage](https://www.td.org/chapters/clc/sos/sos-all/membership)
* Organize and send out a membership survey.
  + Materials to review: past membership surveys, [Annual Membership Survey job aid](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/Chapter%20Development/Annual%20Membership%20Survey%20Job%20Aid%20120517%20Final.pdf?_ga=2.109116293.1837891381.1544452308-1106022880.1509126965) and [template](http://files.astd.org.s3.amazonaws.com/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/Chapter%20Development/Annual%20Membership%20Survey%20Template%20Questions%20120517%20Final.docx?_ga=2.109116293.1837891381.1544452308-1106022880.1509126965)

**Go: 60 Days In**