



Webinar: Managing a Chapter Meeting

Go to NSDAR's Members' Only Site: <http://members.dar.org>

Click **Committees - DAR Leadership Training**

Click **Webinar Archives** - Right Menu

Under Past Presentation – Click **Chapter Leadership** - Scroll down to **January 2011: Managing a Chapter Meeting**, click **Video**.

Name:

7\UdhYf.

.....NSDAR#:

1. What length is the term of your chapter's officers? _____

2. What are the three parts of most chapter meetings?

- _____
- _____
- _____

3. What is a scripted agenda?

4. TRUE - FALSE

- _____ Chapter meetings should support the business of the national society and its objectives.
- _____ Successful chapter regents conduct effective meetings through leadership, professionalism and preparation.
- _____ The *Chapter Regent's Guide* may be downloaded from the members' website
- _____ It is best to hold chapter meetings only on one day and at one time.
- _____ There is an order of events for chapter meetings in the *DAR Handbook* which must be followed exactly.
- _____ Chapter minutes must be read in their entirety at each meeting.
- _____ It is not necessary for every committee to report at every meeting.
- _____ It is the responsibility of the regent to keep the meeting running on time.
- _____ Officers should arrive at the meeting early and be prepared for their roles.
- _____ Officers should introduce themselves to guests and make them feel welcome.