

Your chapter's most successful year ever **STARTS NOW**

Step 1: Pick Your Track

How active is your chapter? Pick the track on the right that best matches your current situation.

Not sure which track to pick? Select the Track that best fits your chapter, and keep in mind your next-closest choice.

Once you have identified your track(s), proceed to Step 2.

Track A: Getting Started

Your chapter struggles to put on activities and the initiation, has trouble attracting new members, and there is little or no knowledge transfer between incoming and outgoing officers. A few officers do all of the work.

Track B: Still Growing

Your chapter satisfactorily organizes initiations and some activities for eligible students/electees, but doesn't hold many officer,

member, and/or Advisory Board meetings. There is low member participation and much of the work is performed by a core group of officers.

Track C: Strong Operation

Your chapter successfully plans initiation and activities for members and eligible students, holds regular meetings, and uses TBP resources. Much of the work is supported by a mix of members and officers.

Step 2: Set Some Goals

Now, select some goals for your chapter using the list on the right. Pick goals that you'd like to see fulfilled, even if you aren't sure how you and/or the other chapter officers will go about it. Once you've identified goals for your chapter, you can use this Officer's Guide to help you fulfill them.

Keep in mind that these goals are merely suggestions. Focus on those goals that you believe serve your chapter best, and record your choices on the next page.

Track A: Getting Started

1. Initiation cycle:
 - >> obtain eligibility list early
 - >> plan and execute successful first meetings with follow-up
 - >> meet paperwork submission deadlines
 - >> plan initiation and properly execute
2. Hold multiple activities (fun, required, member, candidate)
3. Meet all paperwork submission deadlines
4. Hold officer elections before year-end
5. End-of-year handoff (orientation for new officers, including how to fulfill their duties)

Track B: Still Growing

1. All Track A and B items
2. Enhance chapter image via TBP image materials and publicity
3. Engineering Futures Sessions
4. Intra-district activities

Track C: Strong Operation

1. All Track A items
2. Hold member meetings, officer meetings, and a start-of-the-year retreat
3. Use committees to handle planning
4. Advisory Board: locate advisors, elect new advisors, if needed, and replace inactive advisors
5. Chapter Project Reports: complete for all activities—a record for future officers and your ticket to consideration for awards
5. Fundraisers
6. National Awards and Programs:
 - >>Chapter project awards
 - >>GIG grants
 - >>Outstanding Advisor Award
 - >>Distinguished Alumnus Award
 - >>Laureate Award

Step 3: Write it Down

If you haven't already, write down your chapter's Track(s) and Goals from Steps 1 and 2. Consider adding some personal goals that address your chapter's specific needs.

Keep in mind that you can always modify this list at a later time. This is just to help you and your chapter get started.

Track(s) selected in Step 1

Your chapter is most like Track: _____

Your chapter is also like Track: _____

Goals selected in Step 2

I would like our chapter to meet the following goals:

I would like to help our chapter:

Step 4: Make a Plan

Of course, none of these goals will be met unless you and your chapter decide who's going to work on these goals, how, and by when. Here are some tips on how to successfully meet these goals:

1. Talk to your officers, advisors, and members about your goals and ideas
2. With the other officers, write down who will work on each of your chapter's goals, what will be their measures of success, and when they will complete their tasks
3. Brainstorm ideas for activities and select those that meet your goals

