

Summary – What does IDA Provide the Chapters?

- Setting up the governance and operational components of your Chapter can take huge amounts of volunteer time, but IDA has these items already in place to help you build a solid foundation. IDA provides Bylaws, Code of Ethics, and policies and procedures by which the Chapter can operate. These will be communicated via an annual Chapter Board member orientation so your new leaders can hit the ground running.
- IDA will provide a teleconference and screen sharing platform (i.e. GoToMeeting...a value of \$350+ USD per year) to enable you to host your Board and other planning meetings. IDA staff will set up your meetings for you, send Outlook invitations to your potential attendees, and track who will be in attendance.
- IDA will provide guidance on formation of a Chapter Strategic Plan, and assist you in tracking your progress and goals using a computer-shared project management program called SmartSheet (a \$200 USD value). SmartSheet allows access to update your information, send reminders, conduct discussions about specific action items, and much more. You may even use SmartSheet to assist in submitting the required annual report of activities to IDA.
- Making sure all your Chapter members continue to be IDA members would be very time-consuming for your volunteers, but IDA staff will coordinate the renewal process for all Chapter members. The process includes the initial renewal request, follow-up reminder emails, and processing of renewal forms and dues. A monthly report of renewals and any other requested activity reports will be forwarded to the Chapter Board. We track all IDA member activities (renewals, certification, event registration, etc.) through our website via a robust database that records membership renewals, length of membership, member participation in various activities and educational events, and more. This data gives you a clear idea of how active each member is and what benefits they utilize.
- IDA will provide membership marketing materials for use by the Chapter, and will promote IDA membership and participation in the appropriate Chapter to all IDA members. All potential members will be entered into our database for periodic follow-up and emailing of materials for upcoming Chapter events and programs.
- IDA will provide a vertical (2'x6') banner, customized to the Chapter, for use at events and exhibiting booths.
- IDA will facilitate registration for all Chapter events, and assist in Chapter event promotion via eblasts, the newsletter, the website, and social media. Chapter members will be able to

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register for your events through our website, and IDA staff will provide registration lists, name badges, and other standard meeting materials.

- IDA will set up a special Chapter group on Facebook and our IDA website to enhance Chapter member communication.
- Want to survey the Chapter members about their needs, educational desires, speaker interests, etc.? IDA staff will set up and send a Survey Monkey survey for you as a Chapter benefit. All our IDA resources such as IDA staff expertise, and programs such as GoToMeeting, our MemberClicks website, Survey Monkey, and SmartSheet are available to help you build a successful Chapter and successful IDA members. IDA makes a financial investment in these items to support IDA, and our Chapters, so you don't have to.
- IDA will set aside in a dedicated fund 20% of all revenue raised through each Chapter's membership, for events and meetings, and Chapter projects, specific to just your Chapter. Financial statements will be provided to each Chapter's Board on a monthly basis. The Chapter will be reimbursed from these funds for items specified in the Chapter Operations Guide. The funds may also be used for room rentals, booth space or other such expenses as noted in the Chapter Operations Guide.
- Have a special event or program that requires more than what's available in your fund? IDA reviews requests by each Chapter for money over their allotted funds that would be used for a specific purpose in line with the IDA Mission and Vision, and Code of Ethics. If it fits within these guidelines, we will be happy to support your Chapter with additional funds.

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