

## 50 Tips for Building a Stronger Chapter

### Leadership

1. One Person Cannot Do it ALL!
2. Start Small.
3. Develop Position Descriptions.
4. Ask Prospective Volunteers to Attend a Board Meeting.
5. Use Multi-Year Terms.
6. Associates of the Society, Affiliates, and Retired and Student Members can serve as volunteers.
7. Send Chapter Officers to the BSC.
8. Develop a Past President's Advisory Committee.
9. Create a Succession Plan.
10. Hire Paid Assistance.

### RIMS Resources

11. Keep Your Chapter's Officer Roster Up-To-Date.
12. Multiple officers should know how to update your website.
13. Post your Chapter's mission statement everywhere.
14. Sell advertising on your chapter's web site.
15. Communicate your message on the Chapter website.
16. Use RIMS Calendar of Events.
17. Use the PERK Program.

### Financial and reporting

18. Provide Regular Financial Reports to your Board and Members.
19. File tax returns!
20. Budgeting is an "All Volunteer" Effort.
21. Perform a year-end review/audit.
22. RIMS chapters are 501(c)(6) organizations.
23. Fundraising Dollars Must Be Used for the Purposes for Which They Were Intended.
24. Charitable Donations and Events Must Be Risk Management Related.
25. Save Money!

### Planning

26. Review/Update your Chapter's Constitution & Bylaws.
27. Survey Your Members.
28. Spend Money and Time on Volunteer Training.
29. Review your Chapter's Mission Statement.
30. Set Short and Long Term Goals for Your Chapter.
31. Create a Full Year Chapter Calendar.
32. Hold Regularly Scheduled Board Meetings.
33. Submit Your Updated Chapter Bylaws and Incorporation Papers to RIMS.

### Recognition

34. Recognize Your Chapter's Members and Volunteers.
35. Nominate a Volunteer for the Ron Judd Heart of RIMS Award.
36. Nominate Your Chapter for a RIMS chapter award.

### Membership Development

37. A Happy Member is a Long Time Member!
38. Board Members Should Not Sit Together at Chapter Meetings.
39. Develop a Mentor Program for New Members.
40. Communicate with Your Members - Early, Often and Late.
41. Conduct a Membership Recruitment Campaign.
42. Write a chapter value Statement
43. Spend Money on Your Members.

### Communicating your Chapter's message

44. Raise Awareness.
45. Get Involved on the Society Level:
  - Attend RIMS Legislative Summit
  - Attend the House of Delegates Meeting
  - Sponsor a Session at RIMS Annual Conference and Exhibition

**Programming**

- 46. One Person Should Not Be Responsible for All of Your Chapter's Events.
- 47. Change the Format, Location and/or Time of Your Chapter's Meetings.
- 48. Request a PERK session, RIMS Professional Development or RIMS Fellow Workshop.

**Don't Forget...****49. Stay Connected:**

RIMS Membership & Constituent Programs  
+1 212-655-6031

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**50. Have Fun!**