**ICRI Chapter President Guide**

**CHECKLIST 2020**

**MONTHLY CHAPTER ROSTERS**

You will receive a monthly email from ICRI and it will go to all chapter leaders, it will include:

* An updated list of all Chapter members from the ICRI database
* Your monthly bank deposit record
* A review of what is going on at ICRI, items of interest, and things the chapter leadership should keep an eye on or act on
* The membership list should be used to ensure you have correct contact info in your contact list
* Welcome new members
* Contact expired members to renew and remind them about upcoming events

**PLAN & COMMUNICATE**

Website Update – ***A recommended best practice is to have the entire year planned for your chapter with a list of upcoming meeting dates on the website***.

* Update your page on the ICRI website
* Update your own chapter website (if you have one).
* Start with the date and type of event. Fill in the speakers, topics, and venues as you get closer.
* Plan to provide information at least two months ahead. This will give you time to promote the event. ICRI members travel and will look to the website before making travel plans.

CRB News & Calendar – follow the deadline list below to ***make sure your events are up to date in time for promotion in the Concrete Repair Bulletin***. If you are having an event in May or June for example, make sure the details are set by March 10. This ensures publication in the CRB calendar and gives you time to promote the event locally. For CRB News, send 1-2 paragraphs on a past event to Dale Regnier, daler@icri.org. Include 2-3 photos with captions (notes about who is in the photo and what is going on in the photo).

Committees & Responsibilities – Create Communications, Membership, and Meetings Committees to start. Active chapters have more committees. ***Be sure to create job descriptions, delineate specific tasks, determine necessary deadlines, and create accountability.*** All are important for active, productive volunteer committees.

Find your sweet spot – don’t over commit. Determine a schedule that works for you, the volunteer leadership, and your members. It might be one meeting a month, one meeting every other month, one meeting per quarter, or one meeting per year. Are they at breakfast, lunch, or dinner? There is no wrong answer. Start small and build based on needs and feedback. ***Plan regular meetings so volunteers and members have a sense of structure and a sense of activity.*** Board Meetings, Membership Meetings, Technical Presentations, Social Outings, and even Family events are all great ways to get together and network. Publicize and promote them all.

**OTHER ITEMS OF INTEREST**

1. Chapter Delegate – ***For every ICRI National Convention there is a free delegate registration available to every chapter***. Send a Board member to get more acquainted with National attendees. Send a new member to get more interested in National Committees, whatever works. There is Networking, Education, and New Product information to make any member more productive at work. Plus, if your chapter is struggling to find programs, ***there are 18 to 24 programs at EVERY convention***. Your delegate can find topics or presenters for your local events by networking at convention and attending the technical sessions. The Inter-Chapter Lunch and Chapters Committee meeting are a great way to learn more about ICRI Chapters and get more involved by bringing National information back to the Local Board or the entire membership.

2. Chapter Roundtable – Once every two years, two leaders (or more) can attend the Chapter Roundtable Event – 2 full days on leadership. Learn about the successes and challenges facing other chapters. Get a refresher on all things ICRI and the resources available to you as a volunteer leader. The Roundtable is Regional, but if you miss one, you can attend in another region.

3. Annual Chapter Awards Program – The ICRI Chapter Awards Forms are a specific series of questions designed to help volunteer leaders conduct an annual self-assessment. This appraisal is designed to help you celebrate successes and well as pinpoint challenges. This tool can help you plan your year and provide a roadmap to success for you and those that follow you in leadership.

4. CRBs to distribute – show new members and guests what ICRI is all about (it is your BEST marketing tool on ICRI). You can also get copies of the Publications Catalog, the Membership Brochure, CSRT and CSMT Program Flyers, and convention flyers.

5. Finally, always be recruiting! Ask members to serve. Personal conversations go a long way toward finding that next leader. Emails are fine as reminders, but do not rely on email to recruit. Personal outreach is the best way to get people more involved in your chapter.

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