



Door and Hardware Institute Canada
Institut des Portes et de la Quincaillerie Canada

Chapter Leadership Handbook

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WHY

- CONTINUITY
- ADVICE
- PRACTICAL
- PLANNING
- COMMITMENT
- VALUES YOUR VOLUNTEERING
- SUCCESS



7 Steps to a Successful Chapter

- Form a leadership team
- Attend a leadership conference
- Complete the Chapter Success checklist
- Survey your members
- Determine your goals with your team
- Set your meeting schedule
- Follow up

WORKSHEETS

Worksheets to help YOU succeed

- 7 Easy Steps to a Successful Chapter
- Leadership Development Worksheet
- Forming a Team
- Full Committees
- Chapter Success Checklist

WORKSHEETS

- Surveys
 - Annual Survey
 - Long Range Survey
- Annual Meeting Schedule
- Identifying Chapter Goals
- Annual Timeline for Presidents

BUILDING YOUR LEADERSHIP

- How to Create a Leader
- Nomination and Election Process
- Selecting and Using Mentors
- Duties of Officers and Committees
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Chairman

Chapter Presidents

- Lead
- Choose volunteers
- Follow Up
- Don't do all the work

BUILDING YOUR COMMITTEES

- Membership
- Education
- Codes Liaison
- Finance
- Investment
- Awards
- Public Relations



MEETINGS

- Business and Event Meetings
 - Timeline for Success
 - Working Through an Agenda
 - Parliamentary Cheat Chart

ADMINISTRATION REFERENCES

- Sample Bylaws
- Sample Article of Incorporation
- General Liability Insurance
 - FAQs
 - Enrollment Form
- Avoiding Liability of Officers and Directors
- Anti-Trust Guidelines
- Liquor Liability Policy
- Sexual Harassment

<http://www.dhicanada.ca/CHAPTERTOOLBOX/default.asp>



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CHAPTER TOOLBOX

Chapter Handbook

Download the Chapter Handbook [here](#).

Chapter Meeting Minutes

To view the archive of minutes and other important documents submitted by chapters, [click here](#).

People Who Can Help You

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