



How To Establish and Operate a Successful COMTO Chapter

Internal Chapter structure

Election of Chapter officers shall be elected by the voting membership. A voting member is any individual, public agency, emerging business, elected official or academic community member in good standing. The chapter officers shall compose the executive committee. All officers shall be members in good standing in the chapter, herein defined as being current with respect to payment of dues and the attendance requirements. The following officers shall be elected by the voting membership:

1. Chapter President shall:

- a. Conduct the business of the chapter in accordance with the chapter bylaws and serves as chairperson of the executive committee,
- b. Preside at all chapter meetings,
- c. Communicate and interpret all National policies, procedures and directives,
- d. Serve as a link between the local membership and the National Office on matters affecting policy,
- e. Appoint committees and committee chairpersons as needed for chapter operation, taking into consideration the recommendations of the executive committee,
- f. Serve as an ex-officio member of all committees that are established within the chapter,
- g. Serve as the chief spokesperson for the chapter and keeps the executive committee advised on statements relating to such matters for their information,
- h. Represent the chapter among chapter's members, the general public, and other professional organizations,
 1. Maintain contact with the general membership of the chapter, and
 - j. Receive, disseminate and respond to, as appropriate, memoranda from COMTO National.

2. Chapter Vice President & 2nd Vice President shall:

- a. Assume the duties of the President and serve as the presiding officer whenever the president is absent or unable to fulfill the duties of office,
- b. Serve as the Vice President of the chapter for legal purposes,
- c. Serve as the acting President of the chapter for the unexpired portion of the President's term in the event of a vacancy in the presidency,
- d. Perform specific assignments delegated by the President, and
- e. Prepare for the office of President.

3. Chapter Secretary shall:

- a. Record and keep a written account of all chapter meetings and publishing and distribute copies of all meeting minutes to the chapter membership prior to or at the next chapter meeting,

- b. Maintains close contact with the National Office and supplies whatever reports and records may be required, including an annual report of chapter activities,
- c. Assists the President of the chapter in developing meeting agendas,
- d. Notifies each chapter member of meetings at least two weeks in advance of the meeting (meeting notice should be complete in detail as to time, place, and purpose of the meeting) and other material or informational matter approved by the chapter president,
- e. Maintains an official book of minutes of all chapter meeting which can be passed along to future secretaries,
- f. Serves as the chapter's official correspondent and in this capacity handles all written communication with the National Office, and at other times as may be direct by the President (a file of such correspondence should be established for future reference and passed along to future secretaries),
- g. Prepares informational articles regarding recent chapter activities for inclusion in the COMTO National newsletter,
- h. Maintains accurate and up-to-date membership records and forwards names and addresses of new chapter members to the National Office, and
- i. Keeps the National Office advised of name/address changes of the officers.

4. Chapter Treasurer shall:

- a. Be responsible for the maintenance and administration of all chapter finances and keeping permanent accounts of the chapter funds,
- b. Be one of two signatures necessary on all the chapter checks,
- c. Collect and deposit membership dues and other income in a commercial bank account at a local bank,
- d. Maintain accurate records for such deposits in order to be ready at any time to present a report of the chapter's financial status,
- e. Prepare financial reports and provide copies for auditing,
- f. Prepare an annual financial report for submission to the National Office with the chapter's annual report,
- g. Assist in the development of a reasonable budget for the chapter and monitor expenditures throughout the year,
- h. Pay all chapter expenditures as approved by the President and keep accurate records of these disbursements, and
- i. Arrange for the annual audit of chapter financial operations.

Chapters are responsible for holding their elections prior to National elections.

Relationship between National Office and the Chapter

COMTO National serves as the governing body and oversees and executes the policies and procedures as established by the Board of Directors, Executive Committee and in accordance with the strategic plan and National By laws. COMTO chapters are subgroups of the National organization and must subscribe to and operate in accordance with the National Bylaws and Articles of Incorporation of COMTO.

XVL Core Competencies for Chapter Presidents

These core competencies outline a common understanding of the essential skills and knowledge that are necessary to be effective as a COMTO Chapter President.'

Demonstrates Understanding and Commitment to COMTO

- Possesses comprehensive understanding of the Bylaws, Strategic Plan, Chapter Development Manual and other governing documents of COMTO National,
- Committed to the vision, mission and core values of COMTO,
- Possesses comprehensive understanding of the Local Chapter Bylaws,
- Possesses an understanding and appreciation for the history of COMTO, locally and nationally.

Ability To Build Effective Relationships (Fosters Collaboration)

- Creates an environment for collaboration and cooperation,
- Ability to accomplish the goals of the Chapter working with Chapter members, local partners, and National Office,
- Ability to enable others to act effectively and within organizational structure,
- Ability to develop member-friendly and trusting relationships (Ability to maintain positive relationships with chapter members and National Office),
- Shares authority, power, and information with other Chapter members,
- Encourages others to prepare for and seek leadership positions within the Chapter,
- Ability to establish effective relationships with collaborative partners and garner support for Chapter and National programs,

Ability to Communicate Effectively

- Possesses effective communication skills, orally and written with ability to communicate clearly and appropriately,
- Incorporates views of others into decisions that affect Chapter and National stability,
- Presents information in organized and logical fashion,
- Ability to establish regular and effective communication with other Chapter Officers and Committee Chairs,
- Maintains channels of communication between chapters and the National Office of COMTO.

Demonstrates Proficiency in Visioning And Strategic Planning

- Ability to facilitate the establishment of a vision for the future of the Chapter,
- Ability to assess the Chapter's strengths, weaknesses, and opportunities to identify improvements needed to meet current and future challenges.

Ability To Conduct Effective Chapter Meeting

- Ability to conduct Chapter meeting in accordance with Chapter bylaws and parliamentary

- procedure,
- Possesses effective organizational skills,
 - Possesses skills and/or experience in conducting effective meetings.

Demonstrates Ability to Plan and Implement Events Consistent With The Goals Of The Chapter And National Organization (Results Driven)

- Ability to establish priorities in relation to COMTO mission and strategic plan,
- Ability to structure and organize chapter programs,
- Ability to articulate "best practices" principles and to apply these principles to the design, implementation and evaluation of chapter programs and practices,
- Ability to create an environment of membership, participation, and altruism,
- Ability to delegate,
- Ability to foster and promote members' enthusiasm and commitment to organizational goals.

Possesses Other Attributes of An Effective Chapter Leader

- Ability to resolve conflicts,
- Ability to negotiate and facilitate,
- Ensures accountability of Chapter to members and National Office,
- Promotes diversity within chapter,
- Maintains integrity of Chapter,
- Knowledgeable about budget and finances of the Chapter and fosters financial accountability to Chapter members and National Office,
- Ability to plan for successor and prepare to transfer knowledge and information.

These competencies can provide a basis for developing future training and development for Chapter Presidents or those aspiring to become a Chapter President.