

THE CHAPTER

The organizers of the Louisiana Credit Union League realized the value of credit unions getting together at the “grassroots” level. The Louisiana Credit Union League’s Bylaws state that one of the League’s purposes was to create and cooperate with chapters and chapters shall be identified as an integral part of the League. Chapters are those “grassroots” extensions of the League.

The purpose of the Chapter is to conduct regularly scheduled meetings for the education and inspiration of credit union staff and officials, to promote acquaintances and good fellowship among credit unions in the area; to serve and assist the credit union movement; and as Chapters, to provide duly elected candidates for the Board of Directors of the Louisiana Credit Union League. At the present time there are nine chapters operating in the State of Louisiana, representing the Louisiana Credit Union League.

All League member credit unions are eligible for chapter membership. You, as elected officers, govern the chapter and have accepted the responsibility to represent your chapter peers. The Chapter elects, from its membership, its own Chapter Leaders.

The challenges of chapter officers are great, and you have the right to expect advice and counsel from the League office. This Leaders’ Guide is just the beginning of that support. The Guide’s purpose is to equip you with the resources needed to be successful with the challenges of chapter leadership.

The staff here at the League office is ready, willing and eager to assist you. Please call on us.

CHAPTER GOALS

To conduct regular meetings to educate and inspire credit union officials.

To assist and develop credit unions.

To protect all credit unions against unjust criticism and unwarranted controls.

To conduct joint projects of promotion, community involvement and advertising.

To – within Chapters – elect directors of the Louisiana Credit Union League.

OBJECTIVES OF THE CHAPTER

To promote cooperation among credit unions.

To promote a means of exchanging ideas and discussing problems of mutual concern.

To inspire continued expansion and service on the part of member credit unions.

To promote a forum for legislative action on the local, grassroots' level.

Chapters are an integral and functioning part of the credit union movement of Louisiana, composed of credit unions untied under the common bond of informed leadership.

GENERAL OUTLINE OF DUTIES

President

The President shall perform the usual duties of this office:

- To conduct and coordinate Chapter affairs in accordance with the Chapter Bylaws and Amendments.
- To be responsible for all meetings of the Chapter (either personally or by delegation).
- Assure that all physical arrangements are ready before the meeting starts. (Recommended by delegation).
- Attend all committee meetings.
- To appoint, in consultation with the Chapter Leadership, needed Chapter committees:
 - ☞ Such as the regular or standing committees and special committees that are needed to carry out the functions of the Chapter.
- To inform the Chapter on current correspondence and news from the League.
- To represent, or appoint someone to represent the Chapter, upon invitation:
 - ☞ At community events.
 - ☞ At civic events.
 - ☞ At League meetings and activities.
 - ☞ To speak for the Chapter at all meetings where attending as a Chapter delegate.
 - ☞ To cooperate with the secretary in the issuing of meeting notices.
 - ☞ To develop trained and responsible leadership among the members of the Chapter.
- To provide competent leadership and at the same time avoid any suggestion of dictatorship.

A President should be a "team builder" who:

- Talks little.
- Refers problems to the membership, and
- Invites expression of opinion.

The President must also perform other duties as may be assigned by the Chapter or its Bylaws.

GENERAL OUTLINE OF DUTIES

Vice President

The Vice President shall perform the usual duties of this office:

- To preside at meetings in the absence of the president. The Vice President should become familiar with the rules of parliamentary procedure.
- To be trained to succeed to the presidency in the event of a vacancy in that office.
- The Vice President should be thoroughly familiar with the duties of the President.
- To discover talent, and find openings where inexperienced members of the Chapter can learn by doing.
- To serve in whatever other capacity the President may assign.
- To act as Chapter representative or delegate at functions and meetings not attended by the President.

Since many people will hesitate to volunteer:

- Ask them.
- See that all members who want to take part are assigned to a committee where they can serve to the best advantage.
- Make sure all who serve on behalf of the Chapter are given their deserved recognition for the work by the Chapter.

In addition to the specific duties outlined, the vice president has an obligation to be more than a figurehead in the activities of the Chapter. He/she should:

- Be aware of how the several committees are functioning.
- Be on the lookout for ways in which the Chapter may render more service.

Difference of opinion and debate is normal and healthy, but the vice president should:

- Be alert to friction and signs of real strife within the Chapter.
- Work for conciliation and harmony.

A vice president who assumes complete responsibilities can:

- Be of value assistance to the president, and at the same time.
- Prevent the activities of the Chapter from revolving around the thinking of a single individual.

GENERAL OUTLINE OF DUTIES

Secretary

The Secretary shall perform the usual duties of this office:

- Keep an accurate record of the proceedings of all meetings of the Chapter and the Chapter officers.
- Shall prepare, or cause to be prepared, notices of Chapter meetings.
- Check attendance at all meetings.
- Maintain a current roster of all credit unions in the Chapter area.
- Maintain their attendance record.
- Take minutes of all Chapter meetings, both regular and special.
- Act as presiding officer in the absence of the president and the vice president.

Shall perform such other duties as may be assigned by:

- The Chapter, its Bylaws, or its President.
- Shall handle all finances in the absence of the Treasurer.

GENERAL OUTLINE OF DUTIES

Treasurer

The Treasurer shall perform the usual duties of this office:

- To receive all funds and deposit them to the account of the Chapter.
- To pay all mandatory obligations, such as postage, stationery, and bank charges, with authorization.
- To present current Financial Reports each month to the officers for approval.
- To keep a complete record of all receipts and disbursements.
- To assist with the development of the Chapter dues schedule and mail dues notices to credit unions.
- To work with the Program Committee:
 - ☞ Planning Chapter dinners.
 - ☞ Credit Union Day observances.
 - ☞ Meetings, and
 - ☞ Other events involving expense to the Chapter.

In the absence of a Secretary:

- To take the minutes.
- Handle correspondence, and
- Otherwise discharge the duties of that office.

The Treasurer shall perform such other duties as may be assigned by:

- The Chapter, its Bylaws, or –
- The President.

GENERAL OUTLINE OF DUTIES

Chapter Committees

A committee is a group of two or more members appointed to perform duties or investigate a subject that cannot be handled effectively by the Chapter as a whole. Committees generally fall into one of two categories: standing or regular committees, and special committees.

1. Standing or Regular Committees

Standing or regular committees are appointed to carry out long-term Chapter activities within the framework of goals planned by the Chapter Leadership for the year. These committees are usually appointed early in the Chapter year by the President in consultation with the Chapter officers.

2. Special Committees

A special committee is one appointed by the President to study or discharge a specific problem or project of relatively temporary duration. An example of a special committee appointed in some Chapters is Credit Union Day Committees.

The Committee Chairperson

The selection of a Committee Chairperson should be made with care, as the Chairperson is often the determining factor in the success or failure of a committee. A Chairperson is most effective if the committee accepts his/her integrity and competence to handle the subject being discussed. He/she should actively direct all phases of the committee work by:

1. Getting the meeting off to a quick start; defining objectives; presenting pertinent facts and asking for suggestions.
2. Directing discussion; following a logical and orderly procedure towards the meeting objective; resisting needless debates and pointing out the departures from agreed upon goals.
3. Raising questions to test the validity of points being discussed.
4. Coordinating group thinking; summarizing discussion ideas and reaching conclusions.

CHARACTERISTICS OF COMMITTEE CHAIRPERSON

1. Has a personal record of being a consistent worker who completes a job.
2. Is enthusiastic.
3. Has background knowledge of the organization's (or institutions) aims, and the committee's functions.
4. Is hard-working.
5. Is good-humored.
6. Is quick.
7. Is a good executive.
8. Is persuasive.

Additional qualifications:

1. Has confidence in other members.
2. Wants to release the potential energy of the group.
3. Is willing to give up the Chairperson's traditional prerogatives if the job requires it.
4. Is more interested in the committee's job than in his/her own feeling of personal importance.

GENERAL OUTLINE OF DUTIES

Possible Chapter Committees

PUBLICITY COMMITTEE

The Publicity Committee, consisting of at least _____ persons, shall be responsible for promoting the Chapter meetings and other Chapter projects. It shall:

- See that local newspapers, radio and TV stations receive proper notice of all activities. Much can be accomplished by:
 1. Members of this committee who can personally contact media people at the start of the Chapter year.
 2. Hand-delivered or mailed meeting notices.

This committee generally has the added responsibility of seeing that meeting notices are regularly sent to all Chapter credit unions.

- Some Chapters have found that more than one notice, to both the Treasurer and President of each credit union, for example, has increased attendance significantly.
- In some chapters the Secretary handles this last function of this committee.

MEMBERSHIP COMMITTEE

The Membership Committee, consisting of at least _____ persons, has two major responsibilities.

FIRST,

- It tries to encourage full participation in Chapter meetings and activities.

SECONDLY,

- The committee tries to get all possible credit unions into Chapter membership. (By letter, phone calls, and personal visits, non-member credit unions are told about the advantages of joining the Chapter.) Remember, however, that credit unions who do not belong to the League cannot belong to the Chapter.

Recording and maintaining Chapter meeting attendance records may also be delegated to this committee.

GENERAL OUTLINE OF DUTIES

Special Committees

CREDIT UNION DAY COMMITTEE

The Credit Union Day Committee, consisting of _____ persons, shall plan and promote the Chapter's Annual program.

- Book appropriate facilities.
- Select and engage speaker and any other entertainment.
- Plan details and select individuals to participate in the program.
- Assign tables on a first-come, first-served basis.
- Provide instructions to participants.
- Oversees last minute details.

In conjunction with the Chapter Leadership invite:

- League representatives.
- Mayor and local public officials.
- State and National Legislators.
- Industry and community leaders.
- Newspaper representatives.
- Clergy.

Additional committees may be created by action of the Board or members of the Chapter.