

SECTION IV - INCOMING PRESIDENTS ORIENTATION

A. PURPOSE OF MEETING

1. To serve as an orientation and training session for new Chapter Presidents.
2. To provide a forum for discussion of the improvement and development of the Chapters.
3. To provide an opportunity for attendees to become acquainted with each other and with the Southwest Region Institute Directors and to establish a relationship for communication between the Chapters.
4. To discuss Institute and Region policies, procedures, and issues.

B. ATTENDEES

1. Southwest Region Institute Directors and Director-Elect
2. Incoming Chapter Presidents
3. Others, by invitation from Directors

C. DATE, LOCATION, TRANSPORTATION

1. Usually held on a Saturday in April/May, after Chapter elections have been held - exact date selected by Institute Directors.
2. Location selected by Directors, but is typically the same venue as the upcoming SW Region Conference.
3. Ease of transportation to airport, lodging costs, and possibility of fly-in, fly-out on same day are considered.

D. FINANCES

1. Cost of meeting room and lunch provided by Region.
2. Transportation cost for Director-Elect funded by Region.
3. Suggest that Chapters budget funds to support attendance of Officers.

E. PROGRAM

1. The agenda is planned by the Directors, and copies are provided to attendees.
2. The program will cover:
 - a. Institute Director Reports.
 - b. Report by Host Chapter for next Region Conference.
 - c. Suggested presentations and workshops at Institute, Region and Chapter level are:

Institute Organization	Chapter Administration
Institute Budget	Chapter Finance
Region Organization	Chapter By-laws
Region Committees	Chapter Programs
Region Conference	

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continued

Chapter Publications (newsletters, rosters)	Technical Programs
Chapter Fund Raising (product fairs, seminars)	Membership Programs
Award Programs	Certification Programs
Education Programs	Institute Publications
	Liaison
	Other Chapter/Region/Institute affairs

F. OTHER

1. The Institute Directors will notify Incoming Presidents and others of the time and place of the orientation, and prepare agenda.
2. Attendees should bring their copies of Institute Administrative References and the Southwest Region Operating Guide.
3. If Incoming Chapter President is unable to attend, another representative from the Chapter should be present.