



Chapter & Network Leadership Conference

It's not Texas without the Exes - Breakout Session (Chapter 3 Star & 3 Star Outstanding)

September 7, 2018

Etter-Harbin Alumni Center, The University of Texas at Austin

Basic Requirements

- Chapter Agreement Form (annual)
- 4 required officers (President, President-Elect, Treasurer, Membership Chair) and up to date membership
- Chapter financial report (annual) for local bank account with unique EIN

Basic Resources

- Chapter Advisory Board (CAB) Members – volunteer who is a current or former chapter leader who draw from their own leadership experience to assist and guide other chapters leaders. CAB members are resources available to answer questions and share knowledge
- Listed as official group on TexasExes.org website
- Registered Trademark Chapter Logo
- Event Liability Insurance
- Speakers Bureau list for chapter use
- Event listing on TexasExes.org (online event registration, event RSVP, online event ticket sales, and credit card processing for donations, event tickets, silent auctions)
- Survey assistance
- Chapter leader resources offered online: training collateral, how-to manuals, etc.

Expectations

- Use Texas Exes for communication through email
 - Local sponsorships must be reported
 - Membership promotion/ intent to increase membership in local area
 - Use sign-in sheets periodically at events
 - Any design created out of Texas Exes staff must have prior approval before use
 - Accomplish social alumni engagement event and key priority event
 - Participate with Texas Exes on social media
 - Active, up to date web presence
 - Participate in Project Worldwide
 - Submit at least 2 post-event reports on key priority events
 - Report on at least 2 board meetings annual
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Chapter 3 Star

- 30 annual emails (no more than 1 per week)
- 1 Key Priority event mailer to all **alumni**
- All basic resources

Chapter 3 Star Outstanding

Benefits

- Chapter 3 Star benefits
- 1 extra mailing, members only, covered by Texas Exes

Expectations

- Send at least 1 person to Chapter & Network Leadership Conference at minimum every three years