Chapter Leadership Conference Hot Topics

- **Succession Planning and Transition (Kasey Folk and Seth Crist – Chicago)** – Use the co-presidency system as a transitional tool. It is important to find the right successor, someone who has been active in the chapter, attended and planned events.
  - Bringing on the future President as a Co-President is a great way to mentor him or her
  - A new President should do everything he or she can to "be the face of the alumni association", meaning he or she should make every effort to attend each event and meet as many people in the alumni community as possible
  - A new President needs to know that there are things that he or she doesn't know. As such, it is imperative to use the resources in place to help execute the role, like past Presidents and Chapter Liaisons
  - Keeping lines of communication on a frequent basis with the aforementioned resources is paramount

- **Planning education events (Keith Ikard – Nashville)**
  - Start with good people on the board and in planning the specific event
  - Empower the people to work on the events that they are running. This allows you to check in every once and a while and plan multiple events at once
  - Meet early in the year and put as many events on the calendar as possible. This allows you to plan ahead and can give guidance as newer events are proposed.
  - Make a goal to have all educational event planning completed 6 weeks before the event. This will allow Alumni Relations to have time to promote everything and communicate with the caterers etc.
  - Charge for events as many times as possible. This helps with accountability and a fewer no-show rate.
  - In the promotion of events and at the event always promote future happenings in the local Vanderbilt community. This will allow those who are attending or receiving the invitations to plan on what is coming. Also, it demonstrates that there is a lot going on and that people will not want to miss the events that pertain most to them.

- **How to Recruit/Keep Volunteers (Jodie Leeka – DC)**
  - People - Recruit by listening for, or asking, what alumni would like to see. Also, volunteering can happen in a variety of ways: on the committee, planning a one-off event, guest-speaking, hosting, etc.
  - Passion - People are volunteering their time, so try to fit their responsibilities into what they enjoy. Empower them and appreciate them.
  - Plan - As a leader, equip volunteers by establishing specific responsibilities, clear expectations, and the path to execute.