



# Chapter Officer News

August 2022



Facebook Group



Officer Quiz



Newsletter Template



Officer Hotsheet

## August 2022 Chapter Officer News

See below the 6 most important topics to know this month:

### #6 – Nominations for 2023 Officers

Part of a successful election is to ensure you have an organized and well-planned call for nominations is coordinated by the vice president at least one month before elections take place. Here is a brief timeline to help you prepare:

- August – plan!
- September – call for nominations take place
- October – elections take place

The vice president should communicate the call for nominations to all members. Here are some suggestions for how to get the word out:

- Send an email to all members of your local chapter
- Post on your chapter Facebook page and/or in your chapter forum
- Include information in your chapter newsletter

Important information to include in your communications:

- What information needs to be submitted in the nomination?
- Where do members send nominations?
- What is the deadline for members to submit a nomination?

Nominees must be members of the chapter in good standing.

Please check with the person you want to nominate to ensure they are in good standing before submitting their name. Please note members may self-nominate. Officers are also encouraged to reach out to active members and invite them to run for office. Some may be unsure of their skills, and all they need is some encouragement or someone to believe in them. Please note it is recommended that officers represent diverse skillsets, knowledge, background, and employment statuses.

Nominations should be made for the offices of president, vice president, secretary, and treasurer.

If the chapter can accommodate it, nominations should also be made for education officer and member development officer. If necessary, an officer can opt to serve in the combined role of secretary/treasurer; no other officer roles can be combined. Members may not hold two offices at the same time and two members may not share one office.

Required positions are president, vice president, secretary and treasurer or secretary/treasurer.

The offices of president, vice president, and education officer require you to hold an AAPC certification. The term of service for the officers is one year, however, it is strongly advised the treasurer serves additional time. After receiving all nominations, the vice president assembles a ballot which will be used to vote in October.

### #5 – October: Fall Back to Your Chapter

October is a big month for local chapters! AAPC will provide a presentation, "Getting the Most Out of Your AAPC Membership" which will include presenter notes that you can easily access to share this information.

Use of the presentation is not required; however, it is available if desired. If you already have a speaker planned, you may use this presentation at another time.

In addition, chapters that host a meeting in October, in-person or virtually, will receive a "Meeting in a Box" which can be used for a future chapter meeting.

Although October is a great month to meet in person, AAPC will provide an online solution to voting as well. Watch for the details to come soon.

**SPECIAL BONUS FOR IN-PERSON MEETINGS!** Because we value the face-to-face connection of meeting in person, the reimbursement per attendee for October meetings held in person will be \$3 per person (as opposed to \$2).

### #4 – 2nd Q 2022 Reimbursement

Treasurers: Now is the time to ensure bank statements for January through June are uploaded, (even if you had no financial activity) and that you have also completed your profit and loss information. Payments to chapters for second quarter activity will be made in the middle of August. These are the requirements to qualify for the quarterly reimbursement.

### #3 – 2022 Chapter of the Year

The year is more than half over! What does this mean? Now is a good time to take stock of your local chapter. Here are some questions to ask yourself

- Are you on track to host the minimum required number of meetings and exams?
- Are members attending and participating?
- Do you feel your events are successful and you are providing the service and personal connection that members seek out via their chapter?
- Are you filling the required financial obligations each month?
- Do you have all officers in place?
- Is there something else that makes your chapter stand out?

Now is the time to see if your chapter has what it takes to win the award for the most outstanding of all chapters in 2022! We encourage you to consider this! Please refer to the online [Chapter of the Year application](#) where you can review the requirements to be considered.

### #2 – Monthly Financial Responsibilities

Chapter treasurers: To be compliant in August, please note the following:

- Go online into the [P&L tool](#) and input all income and expenses under the July tab (after you receive the July bank statement).
- Even if you receive the statement in August, upload the July bank statement in the July tab.
- If you held a meeting in July and have not yet marked attendance, be sure to mark attendance within 30 days, before the tool locks.
- If you hold a meeting in August, be proactive and mark attendance right away.

### #1 – Answers to Miscellaneous Questions

**Q – What benefits can we offer members who volunteer to serve as a chapter officer for 2023?**

**A –** This is a decision that officers can make. 2022 officers should have already met and determined if the chapter budget can afford benefits or perks for officers and members. If so, officers should be working now on earning the benefits. All this information must be shared with the membership.

**Q – Do officers earn those perks or are they just given them?**

**A –** 2022 officers should be well on their way to earning perks that were established at the first of the year. You will be eligible for the benefit at the end of the year.

**Q – What kinds of rewards for officers would be appropriate?**

**A –** Officers have charge of the chapter finances and you should be good stewards of the money. You must work together as a group to determine how the budget should be spent. After needs are met, develop a rewards plan for officers. It could include partial payment for educational materials, CEUs, membership, etc. Be creative!

**Q – Members deserve rewards as well, right?**

**A –** Yes, absolutely! It is equally important that you create incentive programs for members and inform them. These incentives should have also been established and identified at the first of the year and communicated to members.

**Q – Is now too late to create a rewards program for members and officers?**

**A –** It is never too late! It is, however, important to first ensure your chapter's financial needs are met, and then plans can be made to incentivize members and officers.

## Message from AAPCCA Leadership

**Nominations and Elections are Just Around the Corner!**

This year of 2022 is definitely on countdown! It's that time of the year again where we start to prepare for upcoming nominations for elections in October.

As a present officer, you are setting an example for others to lead. Start now by observing members in your chapter who attend every meeting, whether in person or virtual. They have been watching and observing you in your leadership role and may be ready to learn more about the positive role you represent and benefits of serving.

A desire to serve others is one of the greatest assets to encourage others to follow and serve their local AAPC community. Chapter officers are a vital role and local chapters would not be able to function without members volunteering their time and leadership.

Here is a list of a few very important reminders:

- 1. Dedicate time in your August and/or September meetings to remind chapter members** who have expressed an interest to serve as a chapter officer. This will provide members the opportunity to be informed prior to voting in October.
- 2. A call for nominations must be made by the vice president at least one month prior to the election month (October).** If necessary, an additional call for nominations can be sent via any communication method routinely used by the local chapter to its membership. All nominees shall have the opportunity to accept/decline the nomination prior to elections.
- 3. Members may self-nominate.** The vice president will ensure all candidates are active members of the chapter and are eligible to run for office. In addition, the Vice President should form and chair an elections committee to organize and conduct the nominations.
- 4. Nominees must be in good standing with AAPC,** attend local chapter meetings regularly, and be assigned to the chapter in which they are nominated.
- 5. Voting will be in place for the entire month of October.** Nominations must be made prior to October. Elections will not be held in person but will be conducted through AAPC's website throughout the month of October.

Let's continue to support the mission of our AAPC local chapters in stepping up to serve by providing a network platform, access to affordable CEUs, encouraging personal development, and facilitating certification with testing sites. As your local chapter grows, you will continue to grow in your professionalism and leadership.

**Rhonda D. McCaskill COC, CPC, MCS-P**

AAPC Chapter Association Board of Directors 2021-23

Region 5 (Southwest) – Mississippi, Arkansas, Louisiana, Texas, Oklahoma, Kansas, Missouri

As an AAPC member, you receive email updates on products, services, and membership benefits. To opt out of future emails from AAPC, update your [email preferences](#) or [unsubscribe from all future emails](#).

AAPC, 2233 S Presidents Dr., Suite F, Salt Lake City, Utah 84120 | 800-626-2633