



Florida Society of Certified Public Managers

RE: Starting a New Chapter

Congratulations on your quest to start a new regional chapter with the Florida Society of Certified Public Managers (FSCPM). To get started, you will need to establish a Board of Directors for your chapter. All officers must be paid members of FSCPM. New chapters typically solicit volunteers for the positions of President, President-Elect, Secretary, Treasurer and at least one Member at Large. You will need to draft By-laws for approval by the state Board. We are happy to provide you with a sample to get started. You will also need to decide on a chapter name. Chapter names are usually representative of the geographic area of membership.

Once you have your chapter name, slate of officers (with confirmed memberships) and By-laws draft, the FSCPM Board will need to approve your chapter. We will invite the President to the next meeting for an introduction and to update Board members about the perspective chapter. Once your chapter is approved, your Board will need to decide on meeting frequency, format, training and what other activities/events your members will engage in. We encourage you to first plan a meet & greet event where you invite perspective members. It is a great opportunity to gather feedback to help the Board with these decisions. The chapter Presidents are a great resource for feedback. Every chapter operates differently, according to the needs of their membership.

We have monthly state Board teleconferences that chapter Presidents (or their representatives) are required to attend to keep the state Board abreast on activities for your chapter. Once your chapter is approved, the Board will provide a minimum of \$250 in "seed" money to help the chapter get started. These funds are typically used for your first "meet and greet" event. Chapters are asked to have at least two representatives on the Board, the President and one other member to serve as a Member At Large. Chapters will also need to submit their annual goals by April 1<sup>st</sup> of the year, or with 90 days of approval status. One goal that all chapters are required to meet is to host/ sponsor at least two training/continuing education events for members, outside of normal meetings (or one training if the chapter is formed after June 1<sup>st</sup>).

The chapter may need your Bylaws, the FSCPM Articles of Incorporation and a copy of the state Board minutes approving your chapter to open your bank account. We are also registered on Sunbiz.org, if the bank would like to research the organization. The FSCPM Treasurer can guide your chapter's financial officer in getting things set up, but the requirements will largely depend on the bank you select. New chapter members should be directed to our FSCPM website to join. FSCPM splits membership fees with local chapters, 50/50. Fee payouts are made quarterly. We will provide all new members with a membership packet. The chapter will receive a roster of their members quarterly, which can be used to welcome new members and build contact lists. Chapters sometimes conduct fund-raisers or raffles to help raise money for their activities.



We have a state Facebook website that we encourage chapters to use for communication with their members. We are also developing a Linked In page for this same purpose. We have a statewide newsletter to which chapters contribute quarterly to help keep members informed. Please keep the Communications MAL and FSCPM webmaster notified of anything you would like posted on social media or updated on your chapter webpage. We ask that chapter Presidents provide a contact number, email and bio for the webpage. We encourage chapters to send representative to local CPM classes, starting at Level 4, to inform them of the Society and invite them to join. The FCPM has been a great partner and they are usually very open to having a member of FSCPM attend classes. Ask your members about contacts within the agencies who are a part of your chapter. That is another source for recruiting members. Chapters help host Level 8 graduations across the state. Check the FCPM website for information about upcoming graduations for your area.

If you have any questions, please don't hesitate to reach out to an FSCPM officer. We are happy to help!

Best of luck in this new venture!

Sincerely,

*FSCPM Board*