Elevation Chapter Management Reflection Template

Chapter:

Date:

This document is intended to be used as a template for chapters completing their priority plan reflections.

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| Priority Area Six: Chapter Management |
| Did I/we achieve the goals established in our Elevation action plan? | *[points for reflection: Were the goals created in our action plan achieved? Why or why not? How could future officers better accomplish their goals? How could goals be amended to be more accomplishable? Please address all goals established in your action plan.]* |
| What went well and what needed improvement this year in chapter Management? | Financial Management: *[points for reflection: Did our chapter have an approved budget? Did we provide financial transparency? How? Did members understand financial obligations? Did members pay their dues? Are we financially solvent? Did we pay invoices (to other chapters, our own organization, our governing council) on time and fully?]* |
| Chapter Calendaring: *[points for reflection: Did our chapter maintain a chapter calendar that was widely shared and accessible to all members? Did the chapter plan our calendar in advance to balance all values of our organization (time for academic/scholarship programs, social events, sisterhood/brotherhood events, etc.)?]* |
| Chapter Meeting Management and Minutes: *[points for reflection: Did our chapter host chapter meetings regularly and efficiently? Were chapter meetings well attended? Why or why not? Did we keep accurate chapter meeting minutes and provide them for all members to review after the meeting?]* |
| Communication Efforts: *[points for reflection: Did our chapter have a medium for communicating quickly to all members? Does our chapter have a communication plan for emergencies? Did our chapter communicate expectations in advance to members?]* |
| Chapter Document Maintenance: *[points for reflection: Did our chapter regularly review and share chapter governing documents like our bylaws with chapter membership? Were chapter documents in a place where they could be viewed by all members? Did our chapter maintain a current roster? Did our chapter submit membership information forms for new members to the OFSL in a timely way (within 72 hours of accepting an invitation to membership)?]*  |
| Officer Transition Program: *[points for reflection: Does our chapter have an officer transition program? Is it effective? Do newly elected officers know what is expected of them and do they have access to important documents and information? Do officers goal set and discuss Elevation as part of the transition program?]* |
| What are you most proud of accomplishing during your term? | *[note: More than one officer may be responsible for completing this section (e.g. treasurer, secretary, and president). Work together to address these questions.]* |
| What do you most wish you could have accomplished during your term? | *[note: More than one officer may be responsible for completing this section (e.g. treasurer, secretary, and president). Work together to address these questions.]* |
| How did your efforts support community values articulated in the [CLIMB](https://fsl.colostate.edu/about/mission-vision/)? |  |
| Based on everything you’ve learned during your term, what advice would you give to the next officer? | *[note: More than one officer may be responsible for completing this section (e.g. treasurer, secretary, and president). Work together to address these questions.]* |