



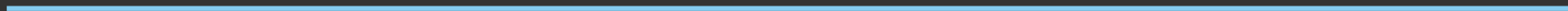
*The Ultimate*

---

# ASSESSMENT GUIDE

---

FOR CHAPTER PRESIDENTS AND LEADERS



# WHO SHOULD USE THIS GUIDE?

Whether you are new to the board of your chapter or finishing up your first year, or even if you are completing your term and ready to pass on the torch, this Assessment Guide can develop vital knowledge about the current state of your chapter and shed light on a clear path towards new levels of success.

## Benefits of this guide

- + Assess current state of the chapter
- + Evaluate best course of action
- + Improve time management
- + Gather information easily
- + Share results
- + Help all chapter leaders

## WHAT WILL YOU GAIN?

A chapter's success or failure is not a simple on/off switch. It is a progression in one direction or another and sometimes a slow one. When things move slowly, it's hard to get a sense as to where the chapter is headed. This is a dangerous place to be unless the chapter takes the time to measure certain aspects of the monthly activity.

Effective leaders know that they can't choose a direction or change course if they don't know where they are heading. This special Assessment Guide will help you **gather important information from the people who run the chapter**. It is designed to allow them to **self-assess** and perhaps think of the time and energy they are spending in their volunteer roles.

**VIEW: Take a look at the Volunteer Time Log Example to see how much time you can save by using a chapter management software like StarChapter!**

## HOW TO USE THIS GUIDE?

How board volunteers spend time can affect their overall enthusiasm for the role and effectiveness. We all know there is some work they love and some they don't, some stuff they are really efficient at and some they are not. Over a few weeks, a time log will allow each volunteer to see if there are any time sinks or highly productive times and get an actual sense of how much time is being spent.

Individually, this exercise will benefit the volunteer without doing anything else. But when they share the results of their log entries with others on the board, they can then offer solutions or alternatives to what the board is doing and how they are doing it. They might be able to suggest some time saving ideas, re-assign responsibilities or even eliminate certain duties.

When your volunteers are more productive they tend to have more enthusiasm for what they are doing. That makes them feel better about contributing their time to the chapter. When they have more enthusiasm, they have better ideas and put forth more energy for the chapter benefit. Members pick up on this enthusiasm and the energy grows at events along with attendance and revenue.

**Take this guide into your StarChapter demo and see how current tasks can be done in less time with more ease.**





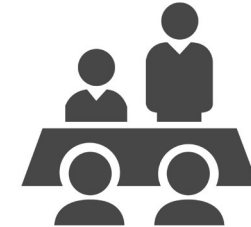
1

Take the first step in this process by sharing the volunteer timelog with the board. Ask each board member to use the time tracking log for the next 30 days between board meetings.



2

Then review the logs and summary with your board. Start a meaningful conversation about how to streamline some of the areas of opportunity. If it results in an understanding that people are working hard but are getting burned out, it is a valuable thing to know and act on towards change.



3

Once the board of your chapter is aware of the problems, they can start fixing them. Spending too much time as a volunteer is one of the most common issues board members face. Your board members will also appreciate the interest taken in them, in trying to understand how they are contributing to the chapter.

**TIP:** Have each board member fill out the Volunteer Time Log with time spent on doing each task. Compare the total time spent with the estimated time and see the difference.

# THANKS FOR SPENDING TIME WITH US!

---

For more ideas on how to have your board members do more in less time and increase their enthusiasm for their volunteer roles, [contact StarChapter today!](#)

“ StarChapter is user friendly and the more we use it, the better we get at accomplishing our goals for its use. It has saved a HUGE amount of time for our annual Business Matching and Tradeshow event and the online registration is helpful for our treasurer to track funds. Customer Service is great - I always get a timely response and if they don't have a solution, they do offer to ask for one in upcoming enhancements. Well worth the money we spend!

— Penny Owens, Webmaster  
East Tennessee Purchasing Association



StarChapter is a member-friendly association software company serving local chapters of professional and trade associations in the United States and Canada. StarChapter's mission is to help local leaders grow their chapter's attendance, membership, and revenue. The software combines event registration, membership management, email marketing, mobile friendly website layouts, eCommerce, and web services. Board members have access to StarChapter Advisors, online support, 24/7 ticket administrators, phone support, and ongoing board training webinars. StarChapter continually provides resources to help local leaders succeed with chapter management insights.

1-866-775-3205 | [sales@starchapter.com](mailto:sales@starchapter.com)

# VOLUNTEER TIME LOG (EXAMPLE)

Role: Membership Chair      Volunteer Name: John Smith

Estimate Hours: 10 /month

Task	Date	Hours
Send welcome emails to new members	01/5/2016	2.5
Send event invitations to members	01/8/2016	3
Expire 5 members - send cancelation emails & update member	01/15/2016	4
Upload new members	01/15/2016	5.5
Update website	01/21/2016	7
Send email reminders to members/guests who registered for event	01/25/2016	2
Print event badges	01/28/2016	5

Current Hours: 29 /month

Current Hours: 29 - Estimated Hours: 10 = Unexpected Hours: 19 /month

# VOLUNTEER TIME LOG

Role: \_\_\_\_\_ Volunteer Name: \_\_\_\_\_

Estimate Hours: \_\_\_\_ /month

Task	Date	Hours

Current Hours: \_\_\_\_ /month

Current Hours: \_\_\_\_ - Estimate Hours: \_\_\_\_ = Unexpected Hours: \_\_\_\_ /month