



## Starting a New Chapter

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Document owner: State OHC President

Contact info: [president@ohconline.com](mailto:president@ohconline.com) or go to 'Contact Us' to find current committee chair phone number.

### Task List for starting a new chapter

Starting a new chapter can be an overwhelming task, but very rewarding when accomplished. A list of tasks to be completed are shown below in order of 'must haves' to 'nice to have'. Feel free to contact any executive cabinet member, committee chair or other chapter officers for assistance. Your main point of contact will be your regional representative.

- ✓ **Order of Business, First Meeting**
  - Choose an interim Chair and Secretary
  - Elect Officers
  - Choose Chapter meeting place and time
  - Choose amount of additional chapter fee, if any
  - Dues Example: \$20: \$17 State, \$3 Chapter + Chapter Fee
  - Discuss Chapter Mission and Goals
  - Adopt a trail system (park)
  - Inform State Treasurer & Membership chair of the officers elected
  
- ✓ **Recommendations**
  - Form committees or designate an individual to take leadership role:
    - Bylaws
    - Finance
    - Membership (Often the Treasurer)
    - New Member Packet
    - Membership Cards
    - Insurance Cards
    - Communications – newsletter, emails, facebook, etc.
    - Activities – rides, potluck, etc.

#### References:

Elected Officers  
Presidential Appointees  
Committee Chairs

In the 'members only' section of [ohconline.com](http://ohconline.com), you will find a complete list of supporting documents, instructions and guidelines for chapter officers. If reviewing any of these documents, feel free to contact the document owner for assistance or clarification.