

PIONEER DISTRICT CHAPTER DEVELOPMENT SELF-INSPECTION GUIDE

Version: 2011

1. Have you developed a written chapter development plan which includes specific actions to recruit new members and to retain current members and visitors?
2. Does your membership development plan specify opportunities to source new members?
3. Have you developed and used any or all of the following recruiting items:
 - a. A recruiting poster
 - b. Flyers
 - c. Handouts for use at performances, singing Valentines, etc. (do your chapter quartets handout chapter info at their gigs?)
 - d. Business cards to handout with meeting info on them
 - e. Meeting information in local media community calendars
 - f. Other signage to include bumper stickers, etc
 - g. Community news articles in local media
 - h. PSAs on radio and TV stations (to include cable networks)
4. Have you created a "mailing list" of addresses, email addresses, fax numbers, etc., of print media, radio and TV stations (to include cable networks)
5. Does your membership plan provide for the recognition and appreciation of current members?
6. Have you developed and used any awards or recognition programs?
7. Do you use certificates of appreciation, letters of appreciation, etc, for appropriate recognition?
8. Do you take attendance at rehearsal meetings and recognize those with the best record?
9. Does your membership plan outline actions to take when visitors attend a meeting?
 - 9a. Do you have a means to educate prospective new members about the Society, District and Chapter?
10. Do you use the buddy system?
11. Do you have guest music available?
12. Have you developed a guest info package to give to visitors?
13. Do you use the Certificate of Attendance?
14. Do you follow-up with the visitor in a timely manner?
15. Do you have an approved budget?
16. Do you have chapter board approval to spend your budget on recruitment and retention material?

17. Is your chapter large enough to appoint an assistant or form a committee to help with your duties?
18. Does your chapter's mission statement support recruitment and growth?
19. Do you ensure that all printed chapter material, including news articles and advertisements, include the day/time of your chapter meeting and that newcomers are welcome?
20. Do you ensure that all printed chapter material contains the fact that you are a 501(c)3 not-for-profit organization?
21. Does your chapter conduct "guest nights" or "open houses", etc., as a means to recruit new members?
22. Do your chapter board minutes include membership figures and information (gains/losses, etc)?
23. Do you use Harmony Market Place as a source of award/reward merchandise?
24. Does your chapter have an established membership renewal ceremony?
25. Does your chapter have an informational bulletin or at least a published calendar of events?
26. Have you reviewed the Secretary's Manual, Chapters 3, for guidance and ideas?
27. Have you reviewed the Chapter Management Guide, Chapter 2, for duties and responsibilities?
28. Are you familiar with the Membership Application and Transfer form and how it is processed?
29. Are you familiar with the current schedule of dues and special dues payment programs?
30. Have you established a relationship with a nearby chapter in order to work together in certain areas?
31. Do you monitor all areas of chapter leadership and activity to ensure they positively affect membership?
32. Do you use the internet to keep current on Society and District information and programs?
33. Can you navigate around the Members Only portion of the Society website to obtain rosters and other chapter information?
34. Can you find and download forms and other material from the Document Center portion of the Society website?
35. Are you aware of the help and guidance at pioneerdistrict.org, Chapter Development page?
35. Do you subscribe to the PIONET? Do you review the Blog at barbershopHQ.com once in a while?
36. Do you ensure membership figures are included in chapter board minutes?

Thank you for honestly completing this self-inspection guide, Pioneer District Director of Membership, George Doyle, 231-798-7903, george.doyle21@frontier.com