

February 2021



# Chapter Officer's Tool Box

## IMPORTANT INFORMATION FOR CHAPTER LEADERSHIP

Although we are not meeting this year we still need a signed copy of the attached Leadership Agreement. Even if you have served as a Chapter Officer previously, it is required to have a new signed agreement for each 2 year term started. This agreement must be received by email or fax by Feb 19th, 2021

Info@ipssa.com or fax to 888-368-0432

### **IPSSA Water Chemistry Exam Testing Site is DOWN**

The host company that administers our Water Chemistry certification for new members is having major technical difficulties with the testing platform and all exams are not available at this time. Our ETA for this to be functional again is March 1st. We will send out a communication when it is restored.

### **Have you signed into the Mobile App?**

Learn about IPSSA Happenings, Interact with and learn from IPSSA Officers and members from around the country, access app only surveys and contests. Download from the Apple APP store/ Google Play and get connected!



### **Know your Role**

#### **Your Leadership Manual & Other Important Resource Links for Chapter Officers**

How to run a meeting, setting up a chapter bank account, reporting responsibilities—everything you need to know to fulfill your responsibility as a Chapter Officer is outlined in your Leadership Manual. It is available at all times through the Member Portal on IPSSA.com along with other important Officer resources: [Leadership Manual](#)

## **Member Only Resources**

[BORD Minutes and Motions](#)



[Chapter Officer Tools](#)

[Governing Documents](#)