



Chapter Officer's Tool Box

Welcome to the New Leadership Year—Now let's get things off to the right start!

New and Returning Presidents: What are your Chapter Goals? It's time to think about Membership education, opportunities for chapter growth, participating in community events, etc. Don't forget your Leadership Manual is available for download/browse at any time if you need to reference how to do most things for your chapter! A good starting point is The General Information section which outlines IPSSA's Mission, Vision, and important Where to Go for Resources.

Treasurers: Need to know how to properly open/manage an IPSSA checking account? What about Tax Data? Chapter Budgeting? You can find everything you need in the Treasurers Duties section of your Leadership Manual.

Secretary: Never taken Meeting Minutes before? Check out this helpful instruction on how to effectively record your meeting minutes. <https://www.wikihow.com/Take-Minutes>

Your Leadership Manual: [Download HERE](#)



Resources: How can we assist your Chapter?

Having a table top?

Need Banners or other IPSSA Merchandise?

Promote your Chapter Community Events on Social Media.

Get your New Members Water Chemistry Certified—It's a requirement!

You can get all of these resources and more through a quick email to info@ipssa.com

Please give at least two weeks notice for shipment of supplies.

Leadership 2020

Easy Online Registration:

<https://ipssa.regfox.com/ipssa-annual-leadership-meeting>

If you are a newly elected President or Treasurer, even if you have served before, you are required to attend the Leadership Meeting in San Diego on Feb 8th. You are also invited to attend the BORD meeting, Business Meeting and First Time Presidents Forum on Friday, and stay for our Banquet/Casino Night on Saturday evening.



Characteristics of a Leader

Leader – Lead by example. Be a mentor to those in your chapter. Don't make them ask you for help, you ask them what you can do for them. As the leaders your members will look to you to stay current on issues and trends that have an impact on IPSSA and its members. You are the decision-making body. Be mindful of the statements you make as sometimes members mistake them for policy.

Motivator – A leader engages others beyond the organization and is able to identify ways, they can participate in activities of IPSSA and the community. They can recruit others to the board or to the organization's purpose through everyday conversation.

Communicator - As a communicator, listen intently as well as provide outward-bound communications. Well informed, constructive criticism is essential to the operation of a healthy Board. If you are critical of a chapter or association policy or issue under consideration, know when and how to present your views. Readily communicate with your Regional Director for needed information and assistance.

Be a collaborator - As an officer, you'll need to work with others, come to mutual decisions, work out disagreements, and get along with everyone.

Willingness - Willing to have difficult discussions with other members about the organization and its performance, putting the ultimate success of the organization before desires to avoid conflict or unpleasant conversations.

Commitment – Be committed to the cause of IPSSA.

Committed to your members.

Commitment to carrying out IPSSA's Mission Statement.

Strive to build a stronger organization, which reflects the current and future needs of members and the pool and spa service profession.

Familiarize yourself with speaking in public

Practice speaking in front of a group.

Try practicing in front of your family.

Watch TED Talks. There are thousands of TED videos that serve as an instructional library on speaking. ...