

October, 2020



Chapter Officer's Tool Box

Leadership Meeting Feb 6, 2021

Important Information you need to know

Due to the continued restrictions on large gatherings and for the health and safety of our members during the COVID-19 pandemic, we will be holding our Leadership Conference through live stream on the ZOOM platform. You can still come and enjoy the Kona Kai resort in San Diego, but you will be unable to attend the event in person.

Chapters who are on the rotation to attend Leadership are still required to attend the meeting.

You are required to attend if: Your Chapter did not have a President and Treasurer attend leadership in 2020, if you had a change in Chapter Leadership this year, or if your chapters elect new officers this fall.

More details to follow including online registration information

Do you know how to ZOOM?

We know there are a lot of areas where Chapter's still cannot meet. IPSSA encourages you to continue your chapter dialogue through ZOOM. It's free, safe for the health of your members and you can still even invite your Associate Member partners to contribute content for chapter education. We know new technology can be intimidating so we created a tutorial to help you get started.

<https://vimeo.com/464352658>

IPSSA News To Communicate to Your Chapter Members

CALL FOR CONTENT Have you had to use the IPSSA Sick Route benefit? We are looking for members to send us testimonials on how using sick route helped them in their time of need. Please send your story to Info@ipssa.com - As a thank you, we will select three members who submitted their story to receive an IPSSA hat. All testimonials must be received by 10/23 to be entered in the drawing.

IPSSA MEMBER PORTAL: Have you logged on and updated your IPSSA.com Member profile listing? Enhance your exposure by uploading your company logo, linking your business website and social media pages, uploading some pictures of your work. If you need help there is a video tutorial <https://vimeo.com/457866988>

If you need your log in credentials re-sent, please contact memberservices@ipssa.com

More Important IPSSA News Continued on Page 2



Chapter Officers Tool Box – Continued



From Executive Director, Rose Smoot

Please include us in your email distribution for your chapter newsletter. Please add IPSSA Executive Director, Rose to your email distribution list at rose@ipssa.com. When we read your newsletter, my team and I are able to update information in our database. Additionally, we can get the word out on what is going on in your chapter, via email blast, social media post, update website calendar and include in the IPSSAN

News From the IPSSA Financial Office and Member Services Team

Chapter Roster Report -Reminder you are now able to pull your own Chapter Roster. When you login to your member portal you can select "Chapter Roster Report." Select your chapter and the report will give you the most up-to-date Chapter Roster. This report is only available to Chapter Officers so if you are unable to access the report let the membership office know and we will help grant you access to the report.

Chapter Revenue Report—We will be releasing shortly a report similar to the Chapter Roster Report. The Chapter Revenue Report will allow you to run your Chapter's revenue. More details will be coming soon but the report access will be very similar where you will be able to access it on the Member Portal Home.

Update on Chapter Share -The new billing software difficulties have now been resolved. Chapter Presidents have been contacted individually to reconcile the problems with June-August distribution. We anticipate September's Chapter Share to be distributed on October 15th. Questions? Email: memberservices@ipssa.com

Have you Linked Your Chapter Social Media Page with IPSSA National?

We have several chapters who have linked their local chapter news to IPSSA National on Social Media. When we see your news, we can share your news and events to get you more exposure. More exposure = more potential new members. LIKE and FOLLOW us on Facebook and Instagram, then we LIKE and FOLLOW you back.

Facebook: <https://www.facebook.com/IPSSA/> Instagram: <https://www.instagram.com/ipssanational/>