

# GROWING IN GOODNESS CHAPTER HANDBOOK

## INTRODUCTION

There will always be a need in our world for individuals to unite for the cause of good. Growing In Goodness is committed to preserving, protecting, and promoting all good things. This commitment to good is strengthened by the local chapters throughout the world.

Some causes such as feeding the hungry and teaching good values are needed the world over. Other causes will be specific to a local area. This is where the local chapters are so valuable. As people tend to be more concerned and involved in local issues, local chapters have great potential to enlist the help of local citizens interested and committed to the common good.

This handbook will further share the vision, mission, and purpose of local chapters and the qualifications and responsibilities of chapter leadership teams.

## LEADERSHIP TEAM CONFIGURATIONS

The following example is the basic pattern for organizing leadership in all Growing In Goodness chapters. Some changes may be made in the configurations due to size, upcoming projects or other worthy causes. All changes in team configurations should be approved by the Head Office through your Regional Representative.

### Typical Leadership Configurations

- Head Office
- Regional Director
- Chapter President
- Local Specialist
- Secretary/Communications

\*As a chapter grows in size, additional positions may need to be added such as Fundraising Coordinator, Co-Local Specialist, New Member Coordinator, Publicity Coordinator, and Service Project Coordinator to name a few. Any areas in which a leadership team feels it could use an additional member serving in a co-position or in a new position should present it to the Regional Director who will then approve it with the Head Office.

\* It is important as members are added that you quickly incorporate them into your chapter and its goals. A chapter leadership team may wish to make some members temporary project leaders to help them be more involved and increase their leadership abilities.

\* There is a 150 individual cap on membership in any chapter unless otherwise approved.

## **LEADERSHIP RESPONSIBILITIES**

- **Head Office**
  - The Head Office is made up of a council which aids local chapters by providing information, programs, and other ideas to improve each chapter at a local level.
- **Regional Director**
  - A Regional Director oversees the actions of up to 10 chapters. The Regional Director communicates at least monthly with all Chapter Presidents, aides in distributing information to/from the Head Office and helps chapters set and reach chapter goals.
  - The Regional Director is always positive, optimistic, and helpful to the chapters he/she oversees.
- **Chapter President**
  - Provides the overall leadership to the chapter, especially in maintaining and upholding the vision and goals.
  - Leads the Leadership Team and Chapter.
  - Keeps the chapter on track with plans and organization (conduct meetings, facilitate planning/implementation/evaluation, develop the team)
  - Be visible in Chapter (meet members, communicate vision, set example.)
  - Represent Chapter in community.
- **Local Specialist**
  - Is involved with other groups and organizations in the community. If there is a need in the community and the local chapter can fulfill that need, the Local Specialist should know that need first and bring it back to the chapter leadership for discussion and approval or refusal. The Local Specialist coordinates involvement in community service.
  - Coordinates strategies and events to increase chapter membership.
  - Coordinates strategies and events for fundraising.
  - May represent the chapter at many functions and events if the Chapter President is not available.
- **Secretary**
  - Insures effective communication within the chapter
  - Takes notes/minutes at leadership team meetings.
  - Works with President on administrative tasks (written agenda for meetings, chapter correspondence, gathering data for evaluations, etc.)
  - Compiles and updates the chapter directory
  - Coordinates communication within the chapter (calendar of activities, newsletters, phone chain, etc.)
  - Maintains any chapter resource files, records, scrapbook, pictures, etc.)

## **LEADERSHIP TEAM QUALITIES**

Although there are specific qualities for particular leadership positions, all leadership team members should possess the following general characteristics.

1. **Personal Maturity** – All chapter leaders should carry themselves and conduct their lives in a way that is uplifting, caring, and respectful. They should be diligent, thoughtful, disciplined, and responsible.
2. **Commitment to Growing In Goodness** – All chapter leaders need to demonstrate a pattern of involvement in and commitment to Growing In Goodness. They should be able to share not only the mission and vision of Growing In Goodness but what it means to them personally. They should understand and affirm the vision of Growing In Goodness and be responsive to all chapter members.
3. **Care for Their Community** – Not only should a chapter leader care for members of the local chapter, they should also have compassion for those in the community. Leadership team members should be concerned about the needs and issues of the community.
4. **Leadership Abilities** – Although changes and training need to be made for continued growth, the chapter leadership positions are not a training ground for novices, but a place where leadership is exercised. Those chosen as leaders should already have a proven “track record” of effective leadership. They should be faithful in carrying out assignments and influential to others. They should be able to prioritize objectives, goals, and needs.
5. **Openness to Training** – Quality #4 need not rule out individuals with modest experience but much potential. The key is their willingness to get trained and to become continually better, no matter what experience they have. A commitment to attend meetings and a willingness to participate in all areas, events, and programs is crucial.
6. **A Desire to Make a Change for the Better** – A simple continued devotion to making things better brings great change and happiness. We can be happy with what we have and still strive to improve our world. Chapter leaders go the extra mile.

## **LEADERSHIP TEAM MEETINGS**

A few suggestions to make meetings more efficient and enjoyable:

Set a regular time and limit the meeting length. The President should set an agenda and ideally communicate it to members one to two days ahead of time. Each member should tell the President how much time per item they would like on the agenda and come prepared for his/her part. Don't forget to start with a prayer. Don't discuss matters that can be handled one-to-one. Focus on the significant issues and plans (e.g. the number of members, ways to increase memberships, upcoming service projects, and other events.) Think and plan at least four to six weeks ahead. When plans have been hammered out, clearly identify the one person with overall responsibility on each issue, activity, or assignment and a date in which they will either report back on findings or finish their task.

## POSSIBLE CALENDAR OUTLINE

A typical chapter will focus on different priorities at different times of the year. The following seasonal calendar outline has proven helpful.

### Spring

- Although you will continue to add members year round, the spring quarter is a good one for recruiting new members.
- This is a good quarter to start the year with a bang (some event).
- Chapters may wish to decide when they will have meetings for the upcoming year and decide on how many service projects they would like to have and what they will do.
- Great quarter to set chapter goals.

### Summer

- This quarter is a great time to work and play. It's less time in meetings and more time out serving and doing.
- It's important to continue to implement plans and evaluate.
- The National Service project put on by Headquarters will most likely be during this quarter.

### Fall

- Continue to implement and evaluate your performance and accomplishments.
- Adjust your expectations according to your past performance.

### Winter

- You want to end on a good note. Review your accomplishments and celebrate them.
- Possibly time to look at new leaders for the Leadership Team.

\* As stated this is just a possible outline; you may wish to adjust ideas and priorities around.

## SERVICE PROJECTS

Growing In Goodness Headquarters will organize and hold an annual service project at the national level. The project will usually be something that you can do in your own area but have a nation wide theme. Growing In Goodness suggests that your chapter organizes or participates in a service project at least once a quarter. One of those will fall under the annual service project at the national level and be directed by the Growing In Goodness Head Office, thus, you would only have to create three service projects of your own. If your chapter decides differently, you can choose to have a service project every six months, every other month, or every month. The Head Office would like to know what you have chosen as a chapter so we can be of help. Choosing how many service projects you will participate in, is not set in stone. You can change your amount at any time. The important thing is that we are out serving our communities and making the world better.

## CHAPTER FORMATION PROCESS

The Chapter Application can be filled out and submitted online or downloaded and printed. After the Head Office receives your chapter application, expect to hear back within 2-3 days. After you have been approved, your chapter will be considered a First Stage Chapter. We suggest that you have the desired leadership team members in place when applying for a chapter. However, you have one month from the time of chapter approval to select a Chapter President, Local Specialist and a Secretary if needed. All leadership team members will need to be approved by the head office.

A Chapter President has two months from the time of approval to increase the chapter to at least 10 members. The Chapter President, Local Specialist and Secretary can be included in the number of members to reach the required 10 members.

To review the steps are:

- I. Fill out and submit the Chapter Application to the Head Office.
- II. Wait for Head Office approval on your chapter.
- III. Think about people who would serve well on the Leadership Team.
- IV. Work with GIG to get the Leadership Team approved.
- V. Increase the chapter membership to at least 10 members within the first two months of being approved.

Forming a chapter is very easy, and the Head Office is always available for any assistance you may need. You also have a Regional Director that acts as a mentor to ensure your chapter is successful from starting out to becoming a true force for good. Never in the history of the world has there been more of a need for people who are committed to changing the world for good. We believe in this cause. We believe in you. We invite you to fill out your chapter application today so you can join us in growing goodness.