

7. CHLA/ABSC Chapters and Their Responsibilities

Duties:

(See also BY-LAWS. Article V and Article VIII, Section 2)

- a) All officers of the chapter shall be current members of CHLA/ABSC.
- b) Each chapter shall ensure representation at the Chapter President's Luncheon held in conjunction with the Annual Conference. (1995, Toronto, 19.0) Each chapter shall also send a small gift to the Annual Conference, such gifts to be drawn as door prizes at the banquet.
- c) The Annual Report (template appended) must be submitted to the CHLA/ABSC President one month prior to the Pre-Conference Board Meeting.
- d) Chapter Presidents are responsible for discussing CHLA/ABSC business at Chapter Meetings and relaying Chapter concerns and/or feedback to the Board as required.
- e) Chapter Presidents are responsible for notifying the CHLA/ABSC Board when chapter officers change.
- f) Each chapter shall appoint a correspondent to provide regular reports on chapter events and news to the Editor of the Journal.

7.1 Application for Funding Assistance

Article V, Sections 5 and 6 respectively, of the CHLA/ABSC BY-LAWS indicate that:

"Chapters may apply to the Board of the Association for development grants to support or assist proposed chapter activities of merit. The Board may make grants to chapters at its discretion."

"Chapters may request that the Association provide programme loans to facilitate the organization of workshops, publications and other continuing education activities. The Association will consider each application on its merit."

Chapter requests for financial assistance are normally funded through the CHLA/ABSC Chapter Initiatives Grant. (2002, AGM Waterloo)

Board Meetings normally take place in February, June and October of each year. Applications for financial assistance must be sent to the President at least one month prior to a Board meeting.

7.1.1 Chapter Initiatives Grant Application (Sept. 2003)

Note: An online form is available on the CHLA/ABSC website.

1. **General information**

- a. Name of chapter, individual or organization applying for funding:
- b. Name of contact person:
- c. Address:
- d. Telephone number:
- e. Fax number:
- f. Email address:

2. **Project information**

Provide a detailed description of the project; include information about the following:

- a. Project title:
- b. Purpose and objectives of the project:
- c. Documentation of the need of the project:
- d. Relevance of the project to the mission of CHLA/ABSC:
- e. Project plan, including starting date and completion date, in sufficient detail to explain the options selected:
- f. Explain how the project will be evaluated:
- g. If the project is one of research, include: Design, methods and analysis:
- h. Present state of knowledge relative to the proposed project, including a brief literature search:

3. **Financial information**

- a. Expected total cost of the project; include a detailed budget - itemization of projected costs and revenues, and total amount being requested from the CIG:
- b. Amount of funding secured from other sources, e.g., the local CHLA/ ABSC chapter or other organization:
- c. Amount of revenue expected from all other sources, including registration fees:

- d. Amount of profit (excess of revenue over total costs) expected upon completion of this project (*Note: Profits up to the total of the CHLA/ABSC grant are expected to be returned to CHLA/ABSC*):

4. **Additional Information**

- a. Names of all personnel to be engaged in this project and the tasks that they will be performing: (*Note: it is the responsibility of the chapters to inform the Board of changes in project leadership*)
- b. Name(s) of the person(s) who will be administering the funds for this project:

5. **Statement of Understanding and Signatures**

I understand that I will be expected to submit a report about the project, including an evaluation of its success to the CHLA/ABSC Board of Directors upon completion of the project. A summary of the report may also be required for publication in JCHLA. A copy of this application may be posted on the CHLA/ABSC website.

Date

Signature – Project Manager

We, the Executive Officers of the _____,
a chapter in good standing with the CHLA/ABSC, have read and approved the above application.

Date

President

Date

Treasurer or Other Executive Office

7.2 Chapter President's Report (February 1998, Ottawa, 5.2.3)

Chapter Presidents are required to write an annual report outlining the activities of the chapter for the current year. Written reports are due one month in advance of the annual CHLA/ABSC Conference, generally held in May or June. Reports should be forwarded to the **CHLA/ABSC President**.

7.2.1 Chapter President's Report Template

The following template should be used when submitting the Chapter President's Report.

CHLA/ABSC Chapter President's Report

Official Chapter Name:

Operating year for this report (i.e. month/year to month/year):

Note: If your Chapter is in the process of changing this operating year, please indicate the new structure and expected date of implementation:

Number of Members :

Number of CHLA/ABSC Members in Chapter (if known):

Executive for the operating year being reported on: *Please read options carefully.*

- ! If **alternative position titles** are used, please list them under Other.
- ! Where designations or functions are **never in use**, indicate "*not applicable*" in corresponding space.
- ! Where a designation or function is **temporarily vacant**, indicate "*vacant*".
- ! Where one person fulfils **multiple functions**, name them beside each appropriate designation.
- ! For **President/Présidente** (or other designation for Chair) supply full contact information, including address, telephone, fax and email. For all other officers, please supply email address.

President/Présidente :

Vice présidente/Vice-President :

President-Elect/ Présidente-elu:

Présidente sourtante/Past President:

Secretary/ Secrétaire:

Trésorière/Treasurer:

Editor/ Rédactrice:

Correspondent to/Correspondant a JCHLA:

Other Officers:

Executive for the forthcoming year (if known at this time): *Note:* For **President/Présidente** supply full contact information, including address, telephone, fax and email. For other incoming officers, please supply email address.

President/Présidente:

Vice présidente/Vice-President:

President-Elect/Présidente-elu:

Présidente sourtante/Past President:

Secretary/ Secrétaire:
Trésorière/Treasurer:
Editor/ Rédactrice:
Correspondent to/Correspondant a JCHLA:
Other Officers:

Chapter Website URL (if available):

OUTLINE OF ACTIVITIES FOR THE YEAR ON WHICH YOU ARE REPORTING:

A suggested narrative of approximately 250-300 words, covering:

- ! overview of the year, noting highlights and/or achievements
- ! dates and topics of meetings
- ! workshops given or co-sponsored
- ! publications
- ! website development (provide url)
- ! projects undertaken, including Chapter Initiatives Grant projects
- ! names of any members taking retirement
- ! anything else of significance

Respondent's name: _____

Date: _____