



Steps to starting a Chapter

How to start a Chapter?

- Step 1. Invite your colleagues involved in public participation to come together and identify who is a member of IAP2 already. Develop a communiqué to send via email to potential members
- Step 2. Contact IAP2 HQ and they will email your communiqué to members and non-members in your area that they know of. IAP2 HQ will also connect you to the membership committee so you can be supported and encouraged in your establishment phase.
- Step 3. When you determine the level of interest, plan a meeting, whether it be by conference call, email, face to face, and invite everyone. It is a very good idea to have a topic, a guest speaker to encourage people to attend.

Possible agenda for 1st meeting

- Introduce people to IAP2 and its foundations (eg Core Values, Code of Ethics and Spectrum)
- Discuss what kind of communication, participation and involvement would be appropriate for your area, keeping in mind the possible numbers and geographic area.
- Hand out membership information to those who are not members of IAP2.
- Designate a chapter representative and an alternate representative to serve as link to the IAP2 Membership Committee and be nominated as a contact person for enquiries via IAP2 HQ
- Determine next steps, set a date for the next gathering
- Take photos and forward them to IAP2 to be uploaded onto the Photo Gallery
- Write a short report of your meeting for history and forward to IAP2 HQ