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**TO:** Board of Directors  
**FROM:** Ruth Wolfish, Chapter Cabinet Chair  
**DATE:** 27 January 2010  
**RE:** Chapter Year-End Report

#### Trends from 2009 SLA Chapter Annual Reports

- A significant trend reported in 2009 is the difficulty of finding new leaders for chapters. 65% of chapter leaders report having problems finding new leaders. A real question is how they are mentoring, preparing and training new leaders. Only 17.5% of our chapters offer other Leadership training such as past officers mentoring new officers and a January transition meeting; most depend upon the Leadership Summit. This may be impacting their ability to find new leaders. New members are hesitant to accept nomination/appointment due to lack of experience; older members cite time commitments.
- 26% have a policy and procedures manual, but less than half or 20% of those updated this in 2009.
- 87% collaborate with other information groups. This is an idea to suggest to smaller chapters.
- 69% produce a web-based newsletter or bulletin.
  - 56% allow members and non-members access.
  - 95% contain job opportunities.
- 64% say that only 20-40% of their members attend their meetings; of those, 18% have experienced an increase. Those chapters have either a follow-up plan for lapsed members or a new member packet or an outreach program to Library schools.
- 59% have a membership Committee; 59% follow up on lapsed members, 13% have a new member function, 67% send a "new member" welcome packet/email, 87% have a program targeting new student members.

#### Pilot Project to Assist Chapter Leaders

In reviewing the chapter annual reports and talking to leaders, there is a clear need for more leadership direction as many of the officers are inexperienced and many chapters need brainstorming on finding and retaining members. As a trial, IEEE will sponsor a monthly conference call/WebEx open to any chapter officers to brainstorm on topics. These sessions will be led by the Chapter Cabinet Chair and Chair-Elect, and joined by SLA staff when they are available. After four months (February through May), this approach will be evaluated to see if it should be continued throughout the remainder of the year. IEEE will continue to sponsor the calls in 2010 so there will not be a financial impact.

The Chapter Cabinet Chairs will suggest a number of topics such as:

- Where do I find needed information?
- How are other chapters finding vendor support?
- What programs seem to draw the highest attendance?
- How do I appeal to student members and grow them into active members?
- Let's just chat!

To accommodate a global membership over multiple time zones, a variety of times for the calls will be offered according to the following proposed schedule:

- Feb 9                                5 p.m. EST
- March 18                            9 a.m. EST
- April 21                             11 a.m. EST
- May 20                               4 p.m. EST

**Prepared by: Ruth Wolfish**

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