

The Basics of Running a Community

1. Notify the office (Elaine Gilliam, elaine.gilliam@stc.org) and Community Affairs Committee (cac@stc.org) of your new leadership.
2. Review the Community Handbook.
3. Subscribe to the presidents' or SIG leaders' email list.

Refer to the best practices post for more information: <http://www.cac-stc.org/resources/discussion-groups/>

4. Request access to your community's membership roster from the office (Elaine Gilliam).
5. Produce a membership roster and identify potential volunteers.
6. Listen to the "Planning for a Year in a Weekend" leadership webinar.

Note: Webinars are located on the Leadership Resources page, under **Leadership Webinars**.

7. In October, start planning and budgeting for the following year; use the budget template furnished to you by the office; use the Community Success Plan at a minimum to plan.

Available Resources

Go to the following web sites for other documents to help you:

- Leadership Resources web page (STC member login required)
<https://www.stc.org/leadership-resources/>
 - Community Handbook
 - Community Success Plan
 - Treasurers' Handbook
 - Various policies and procedures
 - Leadership Webinars
- Community Affairs Committee (CAC) web site with blog posts and best practices articles:
<http://www.cac-stc.org/>
- CAC Facebook page
<https://www.facebook.com/stccac/>
- CAC Twitter page
<https://twitter.com/stccac>

Questions?

Contact the Community Affairs Committee at cac@stc.org or reach out to us through our social media channels.

Community (Chapter or SIG) Lifecycle Event	CAC Responsible	Office Responsible	CAC Support	Office Support
1.0 Initiating a Chapter or SIG				
1.1 Respond to queries about process and forms	X	X		
1.2 Bring motion to create to the Board	X			X
1.3 Initiate a web site and hosting, update STC web site		X	X	
1.4 For chapters, generate a new tax ID		X		
1.5 Request and receive funding templates		X	X	
1.6 Receive funding		X		
1.7 Update Leadership database		X	X	
1.8 Ensure access to community leader reports		X	X	
1.9 Send welcome email; offer suggestions for programming and other resources	X	X		
2.0 Running a Chapter or SIG				
2.1 Develop of chapter bylaws	X			X
2.2 Assist in describing leadership roles and having an election	X			X
2.3 Assist in planning chapter events	X			X
2.4 Assist with Adobe connect and facilitation	X			X
2.5 Advertise community events (social media, newsletter, etc)			X	X
2.6 Receive annual financial report template, complete, return to STC		X	X	
2.7 Receive annual budget request template, complete, return to STC		X	X	
2.8 Assist with succession planning	X			
2.9 Assist to maintain vitality	X			
3.0 General Assistance to all Communities				
3.1 Develop, update, and maintain the Community Handbook, leadership calendar, community success plan, and related procedures	X			

Community (Chapter or SIG) Lifecycle Event	CAC Responsible	Office Responsible	CAC Support	Office Support
3.2 Organize and manage Leadership Program	X			X
3.3 Schedule and deliver “community member only webinars”		X	X	
3.4 Sponsor and administer community membership drives		X	X	
3.5 Submit information for community awards	X			X
3.6 Schedule and deliver community leader webinars	X			X
3.7 Periodically contact communities to proactively offer support	X			
3.8 Post Society and CAC events on website and social media	X			X
4.0 Shutting down a chapter or SIG				
4.1 Assist in troubleshooting issues	X			X
4.2 Assist in merging with another community	X	X		
4.3 Assist in shutdown of a community	X			X