

Thinking of starting a PCNA Chapter? Great!

Here's what you need to know in order to get started:

Step 1- Determine Feasibility

It is important to determine the need for a local chapter in your area. Chapters provide the opportunity for additional education and networking among colleagues. Additionally, be sure to determine that there are a sufficient number of members and potential members in the geographical area to support the formal structure of a chapter (at least 25).

- A. Establish proposed boundaries of the new chapter. Keep in mind:
 1. Travel time to meetings (≤ 2 hours by car)
 2. Proximity of other chapters
- B. Determine current membership in your area by asking the national office for a printout of members within the proposed boundaries. (Please name cities or zip codes for sorting). Email your request to Kristie Kasbohm at kkasbohm@pcna.net.
- C. Determine potential membership by collecting the name, title, affiliation, address, and telephone number of individuals who might be interested in joining the regional chapter from the following sources:
 1. List of PCNA members (use as referrals)
 2. List of clinics, hospitals, and private practice offices in your area
 3. Local AHA, AACVPR, or other affiliates
 4. Local associations (American Hospital Association, etc.)

Step 2- Identify Leadership

- A. It is important to have support from colleagues in chapter start-up. Identify 1-3 individuals who would commit to spend time planning chapter events. You may want to develop leadership roles such as president, vice-president, continuing education coordinator, marketing, etc.
- B. If you do not have any colleagues interested in filling leadership roles, you can determine potential leadership by preparing a mailing to known and potential members to determine level of interest in forming a chapter and the potential for involvement as leaders and committee members.

Step 3- Time Requirements

- A. The Leaders of a Chapter must plan either:
 1. Two (2-hour) meetings per year, or
 2. One $\frac{1}{2}$ day (4-hour) meeting per year
- B. Chapter leaders must submit an annual report detailing their chapter activities for the year. If they submit in January for 2006, they will be eligible to receive a complimentary registration for the 2007 annual meeting. The annual report will be updated to include a place to list the goals (membership retention, recruitment, etc.) of the chapter as well as a $\frac{1}{2}$ page space for comments, suggestions.
- C. Chapter leaders must be a current member of the organization at the time of registration for the annual meeting

- D. The Chapter must be an approved component of the organization by the Board and National Office, meaning that they have obtained the 25 signatures needed in order to successfully petition for a chapter. If you would like to utilize the option of an electronic petition, please contact Kristie in the National Office at 608-250-2440. An electronic petition allows PCNA members to sign the petition online in case they cannot sign in person.

Step 4- Contact the National Office

Still up for a rewarding challenge? Contact Kristie Kasbohm, Membership Coordinator at the PCNA National Office by phone at 608-250-2440 or email at kkasbohm@pcna.net. Leaders will be sent a Chapter Manual which contains Chapter Guidelines, Application, Petition which requires the signatures of 25 PCNA members, and other information which will be useful in planning a Chapter Meeting.

Also, Leaders will be assigned a mentor, or another Chapter Leader, who has demonstrated marked success in promoting the mission and goals of PCNA in their Chapter region.

Step 5- Organize an Informational Meeting

Invite colleagues and PCNA members in your area (see step one for information on collecting their contact info) to an informal gathering to determine interest and possible leadership in the proposed chapter. This is a great time to ask individuals to sign the Petition.

The National Office will send materials including membership applications and display copies of member benefits for this event upon request. See step one for National Office contact info.

Step 6- Wrapping up the Process

Complete the Chapter Application form and submit it to the National Office. When your application is approved, you will receive a Chapter Charter. You can then begin the process of conducting your first chapter meeting.