

Chapter Start Up Checklist

Technical presentation and the opportunity to network are major benefits of being an AEG member. If you are located in a population center that is far from where a current AEG Chapter meets, you can start a local Chapter! All you need to start an AEG Chapter in your area are eight members to petition the association. Here are some ideas to get a Chapter started in your area.

- Advise the AEG Headquarters office of your interest. They can provide you with information on members in your area.
- Create a database of members and prospective members: Use this list to conduct an interest survey or hold a start-up meeting. Ask co-workers and other local geologic societies to publicize the effort.
- Recruit volunteers and establish an Organizing Committee to carry out the required organizational tasks. This committee should consist of volunteers with the interest and the time to accomplish the start-up activities.
- Decide on a temporary Chapter Chairperson. If you have enough volunteers it may help you to also have a Treasurer, Membership Chair and Program Chair from among the members on the Organizing Committee. Appoint committees and assign tasks to volunteers as necessary.
- Plan an initial meeting for all prospective members to explain how members can participate and how they will benefit. It is strongly recommended that the initial meeting include a program in addition to chapter organizational matters (such as a presentation on a locally "hot" topic in your area, which will help draw a better turnout); potential members will appreciate a "sample" of the type of programs the Chapter will conduct. Organizational matters will need to be presented and discussed at this meeting, but with adequate preparation those can be dealt with effectively after the featured speaker's presentation.
- Select a meeting date that does not conflict with other industry meetings or events and a meeting site convenient to the majority of your prospective membership. Check the AEG website, www.aegweb.org, for meeting topics and program ideas.
- Prepare and mail a press release to local papers and industry journals /newsletters announcing plans to establish a Chapter and describing its programs. An example

press release is available from the AEG website at www.aegweb.org or by contacting headquarters at contact@aegweb.org.

- Prepare and mail meeting notices to all members and prospects on your list. Charge a reasonable fee to recover the cost of refreshments or food served at the meeting, but keep the fee minimal so as not to discourage attendance. Buffets or pizza at a local company office are the most cost effective meetings.