

The First 90 Days

Success Strategy for Chapter Leaders



AFSA Division 7

Instagram: [afsadivision7](#)

Facebook: <https://www.facebook.com/AFSADiv7/>

SharePoint:

https://portal.usafe.af.mil/sites/USAFE/AFSA_Division_7/SitePages/Home.aspx

Congratulations on your recent election!! And welcome to Division 7, the Frontline Division. Our division encompasses 14 active chapters including four satellite chapters across Europe, Africa, and the Middle East. You are now a part of this awesome team and we want to make sure your first 90 days are as smooth as possible.

The intent for this guide is to give you as a new Chapter President a starting point for the first 90 days and help you avoid potential pitfalls that may creep up later. Below, you will find a timeline for completing key tasks. You will also find training videos for many of the tasks you will complete as a Chapter President. A link to Division Membership Training is also included along with AFSA HQ POCs based on what you might need.

Day 0

- Take a second. Breathe and be in the moment.
- Talk with the outgoing Chapter President to find out what happened the previous year.
- Visualize what you want the Chapter to look like at the end of your tenure and write it down.
- Watch the following video: <https://youtu.be/aKZcbum46Yc>

Day 2

- Sit down with your new team and complete the Directory of Officers. This is also a good time to talk about responsibilities, review the AFSA manuals/bylaws, and have each person link up with the outgoing person for a back brief of the previous year.
- Start working the paperwork to get the bank account changed over.
- Contact your Division Leadership Team if they haven't already reached out to you.
- Consider which trustee positions have vacancies and start appointing folks into those positions.

Day 7

- Make sure all passwords and social media accounts have been transferred to your new team (i.e. FB admin, IG admin, chapter email addresses, chapter SharePoint or AF Portal sites, chapter organizational email address owners).
- Follow up with AFSA HQs to ensure you and your membership trustee have access to your chapter's rosters.
- Review your chapter's local bylaws and constitution. If possible, use the AFSA bylaws and manuals to fill this FSS/private org requirement.
- Obtain a copy of the AFSA Insurance Certificate of Liability located on the AFSA website under AFSA forms.
- Make sure any chapter specific items are handed over **especially** the chapter's checkbook and/or debit card (i.e. banners, membership drive items, the gavel and flags, continuity books, swag items, etc.)

Day 14

- Start planning your next monthly general membership meeting.
- Sit down with all your newly elected and appointed folks. Make sure everyone is clear on their responsibilities and the way forward.
- Send a quick introduction to the Command Chief. Schedule a meeting with the Wing Commander and Command Chief to introduce yourself.

Day 30

- Review your chapter's AFSA HQs documentation and make sure nothing is overdue or missing (i.e. current and previous year's AA&F reports, annual budget, annual audit, group tax filing, annual awards).
- If you haven't done it already, discuss the annual calendar of events with your team. Identify POCs for specific events so they can start planning the event and rallying a team.

Day 45

- Start planning your next monthly general membership meeting.
- Sit down with all your newly elected and appointed folks. Make sure everyone is clear on their responsibilities and the way forward.
- Make sure meeting minutes are completed. Consider updating a draft copy of your chapter's quarterly AA&F report while things are fresh on your mind.

Day 60

- You're two months into your term. Circle back and make sure you didn't miss anything.

Day 75

- Start planning your next monthly general membership meeting.
- Review your annual calendar. Make sure you are on track or adjust.

Day 90

- Submit your chapter's quarterly AA&F report.

Chapter Checklist

- The embedded Chapter Checklist can be found on the AFSA HQs website in the same section as the AFSA Manuals.
- This is a good checklist for ongoing operations and management of your chapter.

https://members.hqafsa.org/Members_AFSA/Resources/Manuals.aspx

Video Training Links:

- 1) So, You Just Got Elected...Now What? <https://youtu.be/aKZcbum46Yc>
- 2) Logging into the AFSA Website <https://youtu.be/VoeI3MfTeFs>
- 3) Where To Find The AFSA Manuals <https://youtu.be/YcPdbcVmcLg>
- 4) How To Access Membership Reports https://youtu.be/q-UqaMqz_84
- 5) Where To Find The AFSA Forms <https://youtu.be/1Hby4rsoxv8>
- 6) AFSA Quarterly Reports Explained <https://youtu.be/4nHMMmPIdHE>
- 7) Explain These Reports Again, Part I: What & Why
<https://youtu.be/u0Fk16vKZbl>
- 8) Explain These Reports Again, Part II: Annual Audit
<https://youtu.be/pZCQ-4cVKmQ>
- 9) Explain These Reports Again, Part III: Annual Budget <https://youtu.be/IUucyRzMGsc>
- 10) Explain These Reports Again, Part IV: Group Tax Filing Authorization 990
<https://youtu.be/569yA58Zr-4>
- 11) Explain These Reports Again, Part V: Directory of Officers (DOO)
https://youtu.be/VoZ-P6BF_W4
- 12) Explain These Reports Again, Part VI: Activity, Americanism, & Financial (AA&F) Report
<https://youtu.be/QC7FNIJWH1I>
- 13) Balancing Your AFSA Chapter's Financial Report https://youtu.be/XknQHzaq_0
- 14) Chapter Elections <https://youtu.be/uRhZtA6fEF0>
- 15) How to Fill Out Voting Credentials <https://youtu.be/wEBLUqd87G0>
- 16) Searching for Other's Membership ID <https://youtu.be/c51IsphzMTE>
- 17) The Transfer - How to Update Someone's Information https://youtu.be/n9Wxjnp_gKY
- 18) How to Securely Submit an Application to HQ <https://youtu.be/yckyJ2Rcm9Y>

Division Membership Training can be found on our SharePoint site

https://portal.usafe.af.mil/sites/USAFE/AFSA_Division_7/SitePages/Home.aspx).

- On the left side, click on Continuity. Then, click on the Membership folder to access the training.

AFSA HQ POCs:

Primary Organization Box for Chapters

Member and Field Service – mfsvc@hqafsa.org

(Turn in DOO & AFSA reports/Chapter Reports Access/Membership Applications)

Ms. Brenda Hill – bhill@hqafsa.org

(Chapter Rebates)

Ms. Juanita Weems – jweems@hqafsa.org

Ms. Taneka Jarrell – tjarrell@hqafsa.org

(Communications & Marketing/AFSA IT Concerns/Printing/Sharing Photos)

Ms. Andy Sanford – asanford@hqafsa.org

Ms. Francesca Killebrew – ckillbrew@hqafsa.org

(All Things AFSA)

Mr. Keith Reed, Executive Director – kreed@hqafsa.org

Ms. Yolanda Green – ygreen@hqafsa.org