



Patriot Chapter Work Plan

Prepared: November 10, 2015

Chapter Officers:

CHAPTER OFFICERS (1/1/2016 – 12/31/2017)

President:	Vacant
Immediate Past President:	Patrick Sullivan , 128 Business Council 781-890-0093 x5, psullivan@128bc.org
Vice-President:	Sandy Thibault , CATMA 802-656-7433 ext.3, Sandy@catmavt.org
Secretary:	Ed Perzanowski , CTrides 1-877-287-4337, ed.perzanowski@CTrides.com
Treasurer:	Ben Hammer , Harvard University 617-384-9880, benjamin_hammer@harvard.edu
ACT Board Rep	Rebecca Cyr , MassRIDES 857-368-8657, Rebecca.Cyr@dot.state.ma.us

Chapter Representative to public policy committee: Andrea Leary (andrealeary@verizon.net)

Elections:

The Patriot Chapter officers are elected near the end of every other odd-numbered year, and serve a two-year term, beginning January 1 of every other even-numbered year. Elections were held in 2015 for a new slate of officers effective January 1, 2016. The next election for all officer positions will be in October 2017. Election procedures and schedule are detailed in the Patriot Chapter by-laws.



2016 Events/Activities:

Meetings & Conferences

- Conduct at least two general Chapter Meetings annually
 - Provide conference call-in number for members unable to attend in person
 - Hold a mid-winter Chapter meeting with program/speaker and social gathering
 - Hold Chapter meeting in conjunction with annual ACT Conference
 - Host one (1) Chapter meeting outside Greater Boston
- Ensure chapter member involvement in meeting and event planning
- Conduct bi-monthly Officer's Meetings via conference call
- Form a conference planning committee in the fall of 2016 to begin planning for 2017 chapter conference

Professional Development

- Identify and promote professional development opportunities for members
- Encourage Chapter members to attend Chapter meetings
- Encourage Chapter members to host/participate in Net Conferences
- Encourage Chapter members to attend annual ACT International Conference
- Provide scholarships for members to attend the ACT International Conference and the Leadership Academy

Chapter Communication:

Communications

- Maintain current information on the Patriot Chapter page within the ACT National website and communicate to members as new material is posted
- Publish a quarterly Chapter E-newsletter
- Solicit three (3) articles from Chapter members for each edition of the Chapter E-newsletter
- Maintain, with regular updates from ACT National, current chapter membership directory for regular distribution in chapter e-newsletters and on Patriot Chapter page on www.actweb.org
- Review responses, including open rates, of electronic communications; survey members on type and quantity of communications they find helpful and adjust communications plan to meet member needs

Member Services:

At the end of 2015, the Patriot Chapter has 45 members (5 short of our goal for 2015)

Membership Development

- Compile and maintain a current list of member prospects



- Develop a communications strategy and/or campaign to engage prospective members
- Utilize Chapter meetings and events as recruitment tools to increase ACT membership
- Explore partnerships/joint events with related regional organizations, including the New England Parking Council
- Retain current, and recruit new, members to achieve 10% net growth

Support of ACT National Activities:

Leadership Development

- Encourage Chapter members to participate in ACT Leadership Academy
- Solicit and secure Chapter representation on each ACT Council and Committee
- Ensure Chapter representation at ACT National Board Meetings; in-person or by conference call
- Encourage Chapter representation at ACT Legislative Conference

Scholarships

- Award Chapter scholarship to annual ACT International Conference
- Award Chapter Melissa Marantz Nealy scholarship to annual ACT International Conference
- Award Chapter scholarship(s) to the ACT Leadership Academy (contingent on sufficient budget)
- Require follow-up reports from Chapter scholarship recipients – content for newsletters and participation in in-person meetings