**PRE-RETREAT SUGGESTED CALL FORMAT**

In preparation for the Annual Board of Director’s retreat it is recommended that the facilitator conduct a call with the President Elect as soon as the slate is finalized for the chapter. Prior to this call all Transition and Annual Retreat Guidelines must be distributed to the President Elect (PE). The PE is responsible for reviewing all of this information prior to the pre-planning call with the Facilitator.

It is our recommendation that this Pre-Planning Call follow these guidelines:

Facilitator: Hello, I am so happy to be working with your chapter. This is going to be a wonderful opportunity to begin the year in an extremely positive manner.

PE: I am not quite sure where to begin? I have looked over everything but it is a lot of information…..

Facilitator: That is the purpose of this conversation. The goal today is to review and develop a plan for the coming months that will insure your annual retreat to be a huge success. This will include development of a planning timeline for the coming months, identification of the specific tasks that the outgoing and incoming board members need to complete, and a discussion about what your retreat will look like.

Let me start by asking you about your chapter today. Are there any challenges that we need to address immediately? Is your slate complete?

PE: Our slate is full and we seem to be in good shape at this point.

Facilitator: That is great, have you begun the transition process as outlined in the documentation?

PE: Yes

Facilitator: That is great. Now, let’s talk about the date and location of your retreat. Has this all been locked into place at this point in time?

PE: We are in the process of finalizing an agreement….(*we all know that this is not necessarily complete when they contact us*)

Facilitator: When do you expect to have this agreement in place?

PE: …by the end of March….

Facilitator: OK, our next step is to discuss the Minimum Requirements that I provided to you. Have you reviewed and actioned all of this information? (*It is recommended that the Facilitator take very clear notes right into these specific area*s).

1. **Minimum Requirements for Review at Retreat:**
   1. Draft Business Plan - ready to go at retreat for tweaking only (VP’s do the work initially) 72 hours prior to retreat chapter will email draft plan to Facilitator
   2. Draft 18-month Education Plan
   3. Draft Membership Plan
   4. Draft Succession Plan
   5. Approved Budget
   6. Metrics: Review with Chapter Business Manager (CBM)
2. **Chapter Specific Items Identified for Discussion Time on Agenda:**
   1. Review Education Plan - VP Education
   2. Review Membership Strategic Business Plan - VP Membership
   3. Review Action Items from Succession Plan - IPP
   4. CBM Update - CBM
   5. Discussion:  Event Process Flow - Facilitator
   6. Chapter Management & Operations – Office of the President

Facilitator: OK, now that we have walked through all of this, let’s pull together an agenda that supports this work.

PE: OK

Facilitator: To wrap all of this up, how do you feel at this point? Are there any additional pieces of information that you feel you need.

PE: I feel a bit better….although we have a lot to accomplish!