



Chapters

HOW TO BEGIN A LOCAL NACBA GROUP

1. Contact the NACBA office and obtain a list of **NACBA Active Members** within your chapter area. This will help you form a **core group** and enlist their assistance in forming a chapter.
2. Plan an interest/information meeting. Set a date, time, and location. Arrange for refreshments/meal, speaker, publicity. If necessary contact the NACBA National Office to have a staff member attend your meeting.
3. Compile a list of prospective members, using telephone calls (don't forget the yellow pages), mail surveys, visiting denominational offices, and personal contacts. Contact the NACBA national office and obtain a list of contacts (non-active NACBA members) within your chapter interest area from the national database.
4. Involve many people in the promotion of the first meeting. Use flyers, local church page of newspaper, ministerial alliance, denominational offices, and plan a telephone campaign three days before the meeting. The NACBA National Office can assist with sending invites and/or e-mails to those contacts in the national database.
5. Secure promotion materials from the National Office for handouts and mailings
6. At the first meeting, sell the benefits and importance of the local and national organizations. Create a warm, friendly climate.
7. Select a leader who will accept the challenge and responsibility of being the organizer. He/she must be sold on the importance of an administrators group getting together periodically for study, training, problem solving, sharing and fellowship.
8. Select leaders who will accept the responsibility of discovering people interested in church management work.
9. Decide to meet on a regular basis, time and place. Keep in touch with the national office, via e-mail.
10. Select a name for your group, try to choose a name that helps identify your geographic location.
11. Decide if you want to become a Chartered Chapter of NACBA. A Charter Chapter of NACBA has the benefits of:
 - a. Offering CEU's, for meetings that qualify, to your attendees.
 - b. Direct contact with a specific National Board member for information and assistance.
 - c. Access to the NACBA national database to track your membership roster and dues. (coming soon – 2008)
 - d. Web space provided for a Chapter web site with membership tracking



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HOW TO BECOME A CHARTERED CHAPTER OF NACBA

1. Select a slate of officers.
2. Agree on a Constitution and Bylaws for your chapter.
3. Request Application for Chartering from National Office. You will need a slate of officers to be chartered.
4. Invite your assigned Board member to come to the local initiation of officers and chartering of your chapter. (There are sample documents for the installation, found in the Chapter Builder.) Maintain close contact with your assigned Board member and the NACBA National Office. Copy ruth@nacba.net on your chapter correspondence.
5. As a Chapter of NACBA you will want to apply for tax exempt status - please read ***"501 (c)(3) Application Process for Chapters"***.