



NEWSLETTER JANUARY 2019

It's January 2019... Top 10 Things To Do!

#1 Take a look at your bylaws. Are they up to date? Really read them and check to see if you have the correct language for your current board, committees, dues structure, voting structures, etc.

#2 Update your Board of Directors page on your website.

#3 Update your Committee Listings on your website and any other Boards/Commissions.

#4 Email your Board of Directors calendar invites for your board meetings so they remember to attend.

#5 Review your job descriptions. Does each member of your team have a job description? If they have been there for more than six months, I am sure their job description has morphed. Does it need to be updated?

#6 Review your Strategic Plan and your Budget with your team. It is important that your team knows and understand their role in the success of your organization as it pertains to your Strategic Plan and your Budget.

#7 Set goals for each member of your team. In order for your team to be successful, they need to know what success looks like. What are their benchmarks, goals and targets? The goals you set up together for them in January will be the benchmarks that you can check in with them (monthly or quarterly) throughout the year.

#8 Tighten up your calendar and schedule administrative time each day, even one hour a day. This will allow you to have time to return emails, to think, to plan, to strategize, to clear your head. As a Chamber Exec, your schedule is a hot mess. It is important to actually schedule time to get some work done.

#9 Plan for your professional development. Take a look at the CCCE calendar, add the StrategiConnections, Round Table Events and the Annual Conference to your calendar (not sure why I didn't list that as NUMBER ONE!!!!).

#10 Determine what will recharge you, re-energize you, motivate you, keep your best foot forward. You are a Chamber Executive in 2019. You rock. Your business community is counting on you to be their voice, their connection, their lifeline to success. We know you can do it. We know you will be amazing. So it is important that you maintain your stamina.

We look forward to watching your success in 2019. Keep us posted on the cool things you are doing!

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