**9:00 am**

* Ways and Means (Teri)

When your chapter does a fundraiser, what paperwork is involved? What is the deal with the sunshine find?

* Governance & Bylaws (Ken)
  + - * + In this session we will discuss what documents govern BCHW and chapter operations. We will cover why they are important, where to find them and responsibilities. There are also good business practices provided by the government and BCHW. We will discuss the difference between those that are optional and those that are required. Lastly, we will discuss the consequences of not following the RULES OF THE ROAD. Join us for some challenging discussion.
* Volunteer Hours (Deb)
* How the program is organized
* Hands-on Excel practice with real time problem solving
* Role of the Chapter Director - next in line for Regionals to contact
* BCHW-Web site – All 12 BCHW VH files/docs posted to BCHW-web
* Open forum to generate ideas for volunteers to record their hours

**10:15 am**

* + - * Chapter Treasurers (Teri) Intensive training to assist in the understanding of accurate account and record keeping, the different component parts to the annual financials and the complex state and federal accounting rules for 501(c)(3).
* Running a Meeting (Kim)
  + - * + Using Robert’s Rules of Order effectively (it’s not as hard as you think)
        + Using an agenda to keep your meeting on track
        + Troubleshooting your meeting

**11:30 am**

* + - * + Managing Membership (Dana) We will go over the process now in place for renewals online and via paper forms and how to handle the funds turned into the chapters with the applications.
        + We will also talk about the membership reports I send out monthly and how the online funds are distributed.
* **Advanced Grant Training (Jen)**
* Brief overview of how to apply for a grant including types of grants available, getting started with successful projects/applications, and application due dates of commonly utilized funding sources.
* Successfully Managing your RTP Grant:  This training will include detailed instructions on how to submit billings, generate and submit match, complete required documentation, and progress reporting requirements.
* The training will include step by step instructions for filling out required RTP paperwork such as the Field Sign-In Sheet and the RTP Reimbursement Form.

**12:45 pm**

* Using and Reporting SQUARE (Dana)
  + - * + We will go over how to get set up to use Square.  When you should use it and how to run reports and submit your charges to the State.
* Secretaries Q & A
  + - * Best methods and rules for keeping accurate records for your chapter.
      * Watch the Secretaries video **before** attending the Q & A Session. Link: <https://www.bchw.org/members/media/2021BCHW%20Leadership%20-%20Secretarial%20Session.mp4>
  + Or go to [bchw.org](http://bchw.org)
    - Click on the ‘Secure’ tab

**Username BCHW Password OpenTrails2021 (Case sensitive)**

* + - * Click on the ‘Leadership’ tab
      * Click on ‘Leadership’
        + Scroll down to **Chapter Secretary Resources**
        + Click on the ‘BCHW 2021 Leadership “Secretary Q & A” Recording’
        + You may also need to print out the “BCHW Secretary Training Packet”