Characteristics of a Good Association

1. **Good Leadership!**

   Good leaders encourage teamwork, delegate responsibilities and involve others by asking them to help with the planning. Volunteers need to carefully select effective workers, allow for full discussions of all views and take pressure off one another by helping each other out. It is important to remember to recognize and reward those who do a good job. Take advantage of the many ways to recognize good leadership through all events, projects, meetings and quick notes of appreciation.

2. **Good Organization!**

   Good organization stems from good leadership, sound planning and following through. This means having a great support group in those you work with. Remember to utilize the skills of your willing and capable members, and always call on volunteers to help plan events. Keep everyone busy, keep everyone involved and delegate responsibilities. Be sure to evaluate every event as soon as it is over and return the evaluation form to the Assistant Director promptly. Identify what works for your chapter and what misses the mark, and keep your Regional Association financially sound.

3. **Good Meetings!**

   Regular meetings by the volunteers are necessary to plan events. The frequency and medium of meetings must be determined by each individual Regional Association, but the Office of Alumni Relations requests that there are two Regional Association meetings per year. At meetings, have the Secretary keep minutes so an accurate record of all Regional Association business is maintained. A copy of the minutes should be kept on file for the annual report and forwarded to the Assistant Director.

4. **Good Events!**

   There can be as many events as you can plan and financially afford! Events should have something interesting and substantial to offer members. Events that are exciting and effectively planned serve as the core of all worthwhile programs. Choose timely subjects, invite speakers, keep members informed of campus developments, etc. How many events should you conduct every year? The Office of Alumni Relations would like to see at least four per year, but some Regional Associations will have more! Each Regional Association can determine what types of programs are best for them and what will be well received. Try to develop innovative programs and get involved in your local area while staying connected to Marietta.