

(Chapter Name Here)

Annual

Chapter Plan

Welcome to your Annual Plan. This is a great place to capture your team's vision for your Chapter and the strategy to achieve it. It's helpful to have all key information in one place and ensure everyone knows the Chapter's plans for the future.

Make sure you come back to this document regularly to update your progress and make any necessary changes. Net Impact Central is also happy to help review your plan and answer any questions. Net Impact recommends that the Annual Plan be re-created each year or with each new leadership team.

There are helpful suggestions and links in each section to guide you through the process. If you have any questions, please email chapters@netimpact.org.

Contact Information

Chapter Email:

Microsite (Chapter Profile Page):

Facebook:

Other Social Media:

Other Key Links:

Mission

The Chapter mission is the written expression of the basic goals, values, and ideals that are important to your Chapter and what it hopes to accomplish. It's the driving force behind everything that your team does, and serves as an anchor to stay on track and not lose sight of the big picture.

Things to keep in mind when writing your Chapter's mission statement:

- *What do we do?*
- *How do we do it?*
- *For whom do we do it?*
- *What is important to us?*
- *What value are we bringing to our community and our members?*

Our Mission:

Leadership Structure

Putting your leadership team in one place along with their key responsibilities will make it easier to reference back to in the future. If you are wondering what key roles and responsibilities to include in your leadership team, check out some examples on the [Chapter Leader Hub](#). Remember to include your Chapter's advisor(s) too!

Fill this out based on your leadership team for this year. Aim to create a team with a mix of years so there's a pipeline of leaders for next year.

Name	Email	Position	Responsibilities

Leadership Goals for the Year

What are the 3 main things you want to accomplish as a leadership team this year and what steps are you going to take to accomplish them?

- Goal 1:
 - Step 1 -
 - Step 2 -
 - Step 3 -
- Goal 2:
 - Step 1 -
 - Step 2 -
 - Step 3 -
- Goal 3:
 - Step 1 -
 - Step 2 -
 - Step 3 -

Membership Recruitment

What are the 3 ways you are going to recruit members? Need ideas? Check [these](#) out.

- Strategy 1:
- Strategy 2:
- Strategy 3:

Member Meetings

Member meetings are a great way to keep members updated with the most recent Chapter changes and opportunities. If you decide to have member meetings, how often would you meet? What content would you cover? If you decide to not have member meetings, how will you ensure members are up-to-date with Chapter events and opportunities?

Example: Member meetings will take place every month on the first Tuesday at 7pm in the student union.

If we are not having member meetings, members will be kept up-to-date about Chapter news and opportunities through _____.

Chapter Communications

What are the 3 most important ways you are going to communicate with members? Need ideas? Check [these](#) out.

- Strategy 1: Chapter [Microsite](#)
- Strategy 2:
- Strategy 3:

Chapter Finances

What are the 3 most effective ways you are going to fund your activities? Need ideas? Check [these](#) out. [For students] Find out what resources your campus has to support your Chapter finances by registering with your school as a club or organization.

- Source 1: Net Impact Central [Programs](#)
- Source 2:
- Source 3:

Recommended First Year Chapter Timeline and Goals

As your first year progresses, you can enjoy Net Impact Central Programs and develop your own customized events. Every Chapter is unique but we wanted to provide an overview of the first year. We recommend customizing this timeline to best suit the needs of your Chapter and its members.

Months 1-3

- Confirm at least two chapter leaders (and chapter advisor if student Chapter)
- Make sure every chapter leader and Advisor has an account on netimpact.org
- Get approved as an organization on campus (student Chapters only)
- Complete the [Annual Plan](#) and send it to Net Impact Central
- Update your Chapter's [microsite](#) on netimpact.org
- Plan your first event(s) (Check out [Net Impact Central Programs](#))

Months 4-9

- Plan and execute your programs and events (Participate in [Net Impact Central Programs](#) – we encourage you to do at least 1 in your first year as a Chapter)
- Recruit new Members
- Create and work within a [budget](#)
- Meet with your advisor (student Chapters only) – we suggest about once a month

Months 10-12

- Continue programming and recruiting members (Participate in [Net Impact Central Programs](#))
- Plan your Chapter's programs/budgets for the following year
- Plan for any leadership transitions and recruit new leaders
- Transition new leaders to existing Chapter resources (Annual Plan, membership, Google Drive, login information etc.)

- Attend the [Net Impact Conference](#) in October!**