

Chapter Officer Training Request

ASEA Chapters established under Article 10 in the ASEA Constitution are created to provide a local network for the membership in its area. The purpose of chapters is to bring chapter members together to share ideas, and perspectives, as well as activities to promote solidarity.

ASEA Headquarters provides training to Chapter Officers on the roles and responsibilities of chapter officers, chapter bylaws, ASEA Governing documents, chapter finances, parliamentary procedures, community outreach and involvement, goal setting, chapter committees, solidarity events and volunteer member organizer training.

EXPENSES

The cost of the training will be covered by ASEA Headquarters and the Chapter as follows:

- I. ASEA Headquarters
 - A. ASEA Staff travel and lodging expenses
 - B. Training materials
 - C. Business leave
- II. ASEA Chapter
 - A. Training location
 - B. Food and beverages
 - C. Any additional expenses relative to items II. A and B above. i.e. – parking costs

The Executive Director will determine who will be responsible for any expense not listed above.

APPLICATION INSTRUCTIONS:

- The application must be completed by the Chapter President or Secretary on behalf of the President.
- A mailing address must be provided for materials to be sent prior to training.
- Select training topics that your chapter would like to cover. Please note that one-day of training will be sufficient time to cover 3 topics. Any additional topics will require two-days of training.
- Select your training time in accordance with the number of topics selected.
- The chapter must arrange a meeting location adequate for training. A conference table set-up is suggested; however a classroom setting will suffice.
- When inquiring about a meeting location, please be sure that it will be available for the proposed dates of training.
- Any additional information in regards to the training location should be noted in the application such as meeting location restrictions.
- The chapter must arrange for any snacks, beverages and lunches for the duration of the meeting.
- If there are other expenses that you would like to have considered, please provide the information with the application.
- List all of the Chapter Officers that will attend the training.
- Business leave hours – list the maximum number of hours that each person will need to be compensated for any time missed from work.
- Send the completed application to ASEA Headquarters via fax (907) 277-5206 or email the application ASEAHQ@afscmelocal52.org or maryann@afscmelocal52.org.
- Please allow up to 5 business days for a response.

