From: Greg Casini <greg.casini@sierraclub.org>
Date: Wed, Jan 17, 2018 at 11:09 AM
Subject: Six Resources for Chapter ExCom Leaders from the Office of Chapter Support
To: <CONS-CHAPTER-SUPPORT@lists.sierraclub.org>

Here are some handy links to resources that we think will be useful for you as chapter and group leaders, or that leaders ask us for most often.

1. The **Chapter Support Directory**has been developed as a guide to help you quickly identify the appropriate department and staff to contact when you need assistance. <https://docs.google.com/document/d/16-8UtLIiXzNEJLZxNFSSpF1uGlnN0x01dJN1dv1exQA/edit>

You can always contact Greg Casini or Christina Novaton in the Office of Chapter Support, and we’ll help you find what you’re looking for. greg.casini@sierraclub.org    christina.novaton@sierraclub.org

2. The **Chapter and Group Bylaws** contain the answers to many questions about how to conduct business as an Executive Committee. All ExCom members should read and be familiar with their chapter or group bylaws.  <http://clubhouse.sierraclub.org/administration/policies/bylaws/default.aspx>

If you cannot find the current version of your bylaws, contact greg.casini@sierraclub.org

3. The **Performance Hub** is a new resource for volunteer leaders that lays out a five-point approach to cultivating the skills and success of volunteer leaders, and provides a comprehensive set of tools and links to help you bring out the best in yourself and those you work with.<https://sites.google.com/a/sierraclub.org/performance-hub/home-1>

4. The Sierra Club’s **Standards of Conduct** and procedures for dealing with disruptive behavior can be found on Clubhouse at <http://clubhouse.sierraclub.org/administration/policies/personnel/standards-of-conduct.aspx>

<http://clubhouse.sierraclub.org/administration/hr/policies/Harassment-Prevention-Policy-2016.pdf>

<http://clubhouse.sierraclub.org/administration/policies/Handling-Disruptive-Volunteer-Behavior-2016.pdf>

<http://clubhouse.sierraclub.org/administration/policies/personnel/resolving-conflicts-between-staff-and-volunteers.aspx>

<http://clubhouse.sierraclub.org/administration/policies/personnel/termination.aspx>

<http://clubhouse.sierraclub.org/outings/local/chair/complaint_procedure.aspx>

<http://clubhouse.sierraclub.org/outings/Common/Incidents/problem.asp>

For advice on how to deal with disruptive behavior, contact Greg Casini or Christina Novaton in the Office of Chapter Support.

5. The **Minimum Standards for Groups** document has information about creating, supporting, reorganizing and dissolving groups, and can be found on Clubhouse at <http://clubhouse.sierraclub.org/administration/policies/personnel/minimum-standards-for-groups.aspx>

Not every area within of a chapter has to have a formal group.  But when chapters create groups they have an obligation to assist them in maintaining minimum standards and ensuring compliance with Sierra Club policies. They also have an obligation to reorganize or dissolve groups when they are no longer able or willing to meet expectations. Contact Greg Casini or Christina Novaton in the Office of Chapter Support for advice – and for ideas on alternatives to groups.

6. The **Chapter Bulletin** is a monthly electronic newsletter with timely information specifically for Chapter leaders. All ExCom members are automatically subscribed; you may want to encourage your group leaders or other chapter-level leaders who are not on the ExCom to subscribe. Here's the link to subscribe: <http://lists.sierraclub.org/SCRIPTS/WA.EXE?A0=CONS-CHAPTER-BULLETIN>