

CHAPTER CLOSURE CHECKLIST

Considering a Chapter closure is a serious situation for GWRRA and its Members. Chapters are the very heartbeat of our Association. ***All Chapter closures should be prevented when proactive steps are taken.***

This checklist is to help Officers considering the closure of an established Chapter. Officers involved in the closure of a Chapter should carefully review and consider all of the following questions and suggestions. It is imperative for the benefit of the participating Members that all resources are utilized to keep the Chapter active.

1. Has the reason for closing the Chapter been explained to all Chapter participants? It is important that they are aware of the situation and the reason the health of the Chapter is in jeopardy. Chapter participants can offer valuable suggestions and possible solutions to the problem.
2. Have all Chapter participants been involved in attempting to save the Chapter? Many times, a problem-solving meeting or series of meetings of concerned Chapter participants can yield viable solutions to save the Chapter.
3. Have alternatives to closure been discussed with all Chapter Participants? They need to have a clear picture of the reason for closure and the alternatives that are available to keep the Chapter active.
4. Have key individuals within the Chapter been contacted for their input? Key individuals may have ideas or solutions that may not be expressed unless contacted directly for their input.
5. Has the Chapter Director explored all alternatives within the Chapter to keep the Chapter active? Do not leave any stone unturned. It is very easy when frustrated with a problem to give in. All alternatives must be considered for the good of the participants.
6. Has the Chapter Director involved the District Director? The District Director can many times lend support and offer additional ideas, suggestions or alternatives.
7. Has the District Director contacted and discussed the closure with any of the Chapter Participants? Many times, direct contact from the District Director can carry more weight and solve some problems that were unable to be solved at a local level.
8. Has the District Director met with Chapter participants in an attempt to avert the Chapter closure? At times, this might be advisable to allow the interested Chapter Participants an opportunity to work directly with the District Director to solve the problem.
9. Has the TEAM GWRRA Presidential Assistant or GWRRA President been consulted regarding the possible Chapter closure? Here again, they, with their experience, might be able to offer additional ideas, suggestions or alternatives not previously thought of at District level and below.
10. Have all alternatives to closure been exhausted? The Chapter should not be closed until all alternatives have been exhausted. ***No alternative should be left untried just because we feel it probably wouldn't be successful.***

If, after all attempts, it is finally determined that closing a Chapter is inevitable, the Chapter Director is to compile a packet of information. The packet is to be forwarded to the District Director who will verify that all the required information is complete, sign the appropriate forms and forward to GWRRA President.

In order for a Chapter closure to be accepted, the following information must be included with the Chapter Closure Application; final financial report, equipment list and a check for the funds remaining in the Chapter account. These funds are held in escrow by GWRRA and are available should the Chapter be revived in the future. (See <http://www.gwrro.org/oconnect/officerresources.html> for Chapter Closure Application, Financial Report form, Financial Report Cover Sheet and Equipment List.)

REMEMBER: Chapter participation is an important and invaluable benefit of GWRRA Membership. It is through Chapter participation that the GWRRA Member truly develops "FRIENDS FOR FUN, SAFETY AND KNOWLEDGE."