



HCAMN Chapter and Special Interest Group Development and Support

Once an individual or group has indicated an interest in forming a chapter of HCAMN, this process describes steps to be used to develop and support individual chapters or special interest groups within existing organizations.

1. Group or individual contacts HCAMN via email or phone or via a personal contact.
2. Request is passed on to chapter development team.
3. Member of chapter development team connects with the person or group initiating the inquiry either face-to-face or by phone.
 - a. Help them understand the purpose and activities of a chapter or special interest group.
 - b. Determine if there is a match between our goals and theirs.
 - c. If a match, help them to set up an organizational meeting.
4. Provide them with the sample agenda for an organization meeting
5. Make sure there is a sign in sheet at the meeting and that the names and contact information are given to HCAMN to enter into our database after the meeting.
6. One or two HCAMN board members attend the meeting as speakers and help determine, by the end of the meeting, if the group desires to be an official chapter or other appropriate designation.
7. If sufficient interest, guide them to set up additional regular meetings.
8. Provide the chapter leaders the activist toolkit in a binder. Encourage use of the HCAMN and PHNP websites as resources.

Next Steps

1. Member of chapter development team will follow up with the chapter leads within two weeks of the initial meeting, presentation, or contact.
2. At the chapter's second meeting, an HCAMN board member or chapter liaison will attend to go over the toolkit and to help the chapter plan future meetings to include ongoing education, education of others, and ideas for growing the group and chapter activities.
3. Chapters maintain their contact list and provide HCAMN with new member contact information.
4. Members of the chapter development team will follow up monthly for at least 3 months to make sure the chapter is successful.

Quarterly Meetings and Contact

1. HCAMN will maintain a list of chapter leads and their contact information and will email out information to the leads as appropriate.
2. HCAMN will connect with the chapter leads quarterly via either phone, webinars, or at a general meeting in order to continue to provide training and support.
3. Chapters will be asked to submit newsletter items about their activities.
4. The HCAMN website will contain information about existing chapters and will look into developing chapter pages on the website.
5. Chapters are encouraged to share ideas for activities and education with the board and other chapters via the website.

Note: Not all HCAMN supporters may choose to affiliate with a chapter. These individuals can continue to support the goals of the organization by becoming members-at-large of HCAMN.

10/30/17