



## **Chapter Administrator Program (CAP) Instructions**

1. Review the program and associated documents. Be sure to share with your full board of directors and plan a time to review at the next upcoming board meeting.
2. Review the program with your Board of Directors to ensure clarity and understanding of the chapter's requirements of Chapter Administrator Program. Determine next steps needed for your chapter to be compliant by September 30<sup>th</sup>, 2020 and who will be responsible for managing the process.
  - As part of this process, review with your Chapter Administrator all benchmark standards and how they can support you to ensure consistency and operations in each area. Remember, this is a partnership, and your Chapter Administrator is your best partner and advocate for successful operations. They are the one consistent person your chapter leadership works with year over year, regardless of transition or situation. Their depth of organizational knowledge is a tremendous source of wisdom your board could profit from tapping.
3. Review the Program and Guidelines with your paid staff to determine any contract adjustments that need to be made. All updated contracts with the new required language should be completed by September 30<sup>th</sup>, 2020 and sent to your Chapter Operations Manager (COM).
4. You will need to send a copy of all required state business licenses and insurance policies and updated contracts to your COM by September 30<sup>th</sup>, 2020.
5. If your chapter has paid staff, ensure they are taking the training required and completing it within the required timelines provided. Once completed MPI will receive a report of all chapters to verify compliance and passing scores. Chapters will not need to submit any items to MPI Global for the training. If your chapter does not have paid staff, up to three board members are welcome to take the Chapter Administrator Program training, but it is not mandatory. Your COM can assist you with understanding which modules should be taken by which roles. A passing score of 80% will be required for each module.
6. All chapters will need to be compliant by September 30<sup>th</sup>, 2020 and then remain compliant by following the CAP guidelines for annual updates thereafter. Chapter Administrators only need to retake the training every two years, when the curriculum is updated.
7. If you have any questions or need any additional support relating to this program contact your Chapter Operations Manager.