**Recommended Retreat Preparation**

**TRANSITION PROCESS**

It is mandatory that all Incoming/Outgoing Board members attend all board meetings from the point of the Nomination Process being completed (which occurs after the Board slate has been approved by March 1st) through end of the current fiscal year. The incoming board shadows the current board members while observing and/or learning management styles. If you are continuing in your same position and you are not transitioning someone new, then this does not apply to you.  During the Transition Process helpful hints or key advice are shared for example advice that was given to the current board members that was helpful or information that wasn’t shared that would have made their job on the board easier.

**TRANSITION MEETING – SEPARATE FROM A BOARD MEETING AND PRIOR TO ANNUAL RETREAT**

This meeting MUST take place, along with a board orientation. This opportunity for the sharing of Best Practices results in everyone meeting as a team and ensuring a seamless transition. During the Transition Meeting any files or documents that your successor needs will be handed over.

Prior to the meeting everyone should have their position description, leadership handbook, and org chart (important for understanding how the work-teams function and flow together).

Typically this transition meeting includes:

* Ice breaker
* Board 101 Where does this come from? Global?
* Position description for new board member’s role
* Position description for current board member’s new role
* Leadership handbook/transfer of Information sheet
* Org Chart – important for understanding how the work functions and flows together; who to contact when
* Robert’s Rules of Order (protocol, motions, voting, etc.) Do we have a standard RR doc ALL can use?
* Copy and status of current chapter business plan (explain metrics), budget, 18-month calendar, Chapter Bylaws and Policies & Procedures
* Retreat dates for the year (mandatory attendance, along with WEC & CBS, if possible)
* Available resources (Chapter Leader Resource Page/CLRP; Chapter Business Manager/CBM)
* Board reports
* Responsibilities of board members as a whole
* Committee roster
* Board ethics, conflict of interest, etc.
* Leadership Training Week
* Check Request Procedures and Check Request Form

**KEY BUSINESS DOCUMENTS TO BE REVIEWED DURING TRANSITION MEETING:**

***BUDGET***

Review the preliminary budget for the upcoming fiscal year and be prepared to make adjustments to the business plan and/or the budget based on the team presentations that will occur at retreat.  Remember, it is the outgoing board that will vote on the budget for the coming fiscal year!

***ATTENTION INCOMING VP'S/EXECUTIVE COMMITTEE****:* Your departmental team completes the business plan template specific to your team utilizing the content from the current business plan.   Your team is responsible for preparing the presentation(s) that will outline your strategies for the next year.  This is the information that will be incorporated into the new fiscal year Business Plan. ***This is done with both the outgoing board and incoming board!***

**Business Plan Retreat Pre-Work:**

1. Review the current business plan
2. Find every objective/action in the plan that has your position’s title on it
3. Determine if anything needs to be changed as it is written
4. Determine if you need to add any new objectives or actions to this metric
5. Determine which metric the objective applies (Metric 1, 2, 3, 4 or 5) and place under that metric
6. Bring a copy of your work to the retreat where, as a group, w the upcoming year’s chapter business plan is finalized as presentations are made.

**18 MONTH CHAPTER CALENDAR**

This is a document that MPI requires in order to have an overview of the chapter’s long term schedule.  While 18 months out is an ambitious undertaking and isn't always possible, do your best and come to the retreat prepared to discuss the calendar. An 18-month calendar also assists the incoming board with a head start on their year showing dates (months) topics only.

**PREPARING FOR THE RETREAT – TEAM DEPARTMENT PRESENTATIONS BY NEW BOARD MEMBERS**

***\*This is why transition is of the utmost importance.***

**1. Early March, after the new board is approved and notified, the current PE (incoming President-Elect) should send a welcome email to the new board and outgoing board.** This email should include all the details of the retreat such as location, times, expected objectives, and outcomes. As part of this email, the PE will share that the VPs of the current board will be reaching out to each team to discuss transition and pre-retreat work.

**2. The President is responsible for the annual retreat and mid-year retreat in their year**, with the President-Elect having a role in the mid-year retreat (usually succession planning) to begin preparing for their year as President.

**3. Within the same week, the PE should send each VP of the current board departments (membership, education, communications/marketing, finance, leadership, and also include the Office of the President – P, PE, IPP) an email similar to the template below**. The purpose of this email is to create an opportunity for the outgoing board and the incoming board members from each department to get together at the scheduled transition meeting to discuss what worked in the past year, what did not work, and based on that, where the focus should be moving forward.

This helps to create an opportunity for healthy transition of board members, allows the experienced board member to assist the newer board members in building the best goals for the department, and most importantly, creates ownership of the board members in setting objectives, coming to the retreat prepared and fully briefed.

**4. As part of this transition, the next year’s goals should be established by BOTH THE OUTGOING AND INCOMING BOARD MEMBERS –** discussing the projected goals and building a draft of action items to move forward. Having pre-work completed by the annual retreat will allow the new board to start the year with only minor adjustments as determined during the retreat.

**5. The PE should schedule a due date for all presentations to be turned into the Chapter Administrator and/or Chapter Facilitator to prepare for the retreat.** This should occur **no less than five (5) business days and two (2) weeks prior** to the retreat. It is important for the President to put a required deadline on expected action items and hold their teams accountable to having the pre-work done in advance of the retreat.

**6. During the retreat, each department should be allotted time (approximately 15-20 minutes) for presentations** which should include: successes, challenges, goals, budget adjustments for motions at the next board meeting, and succession planning; allowing for 10 minutes of Q&A. After each presentation, allow time (approximately 10-15 minutes) for discussion. The board should ask questions, discuss the goals, and determine any changes necessary.

Having the individual teams stand in front of their peers and give a presentation brings ownership and accountability to the board and sets the stage for the expectations and strategic planning for the upcoming year which is always to be prepared and have a plan. Rather than the board working out every detail of the business plan, it puts the committees back in charge of what they do best with oversight of the chapter business. This pre-retreat work on the annual plan allows for more training at the retreat such as succession planning, leadership training, discussions around board structure, long term planning needs, and team building.

7. The next step is for each Vice President to make adjustments and delegate as necessary to their Directors, who will delegate to their committees.

8. The adjusted budget requests are submitted by each team, with their retreat presentation, to the Chapter Administrator or VP of Finance in order for the draft budget to be prepared and distributed for discussion at the retreat.

9. The Chapter Administrator or VP of Administration will pre-populate the business plan with the goals from the presentations prior to the retreat. After the retreat is final and any necessary changes are made from the retreat to the business plan, it is sent out to the team within 10 days for final review and to fill in their action plans as needed.

10. The rest of the retreat schedule should be collaboratively discussed between the President, President-Elect, Facilitator, and CBM to determine additional elements that will best suit the board at that time.

**PRE-RETREAT EMAIL TEMPLATE TO EACH TEAM-Retreat Template for Emails to Each Team:**

**1ST Paragraph: Hello Membership (or Education, Communication, Finance, Leadership) Team,**

Attached you will find the team retreat PPT template for your annual Chapter retreat beginning (DATES) at (Location). Please submit your team presentation to \_\_\_\_\_\_\_\_\_\_\_\_\_ preferably 2 weeks and no later than \_\_\_\_\_\_\_\_\_\_\_ 5 business days prior to the retreat. The President, Facilitator, and/or CBM will provide you with a MPI Power Point template. You either may use this template or be used for this the chapter may choose to create one with the chapter logo or theme for the year (if they have one).

1. **Slide #1: Team Members**
2. **Slide #2: Team Successes**. - Please be specific about these successes with as many tangible facts as possible.  Limit to your top three and make them Chapter Specific and (enter term) specific
3. **Slide #3: Team Challenges** See above… and make these equally as specific.  (Example of what we DON’T want: Attendees lacked engagement | Example of what we DO want (and a fake example obviously): Attendees surveyed delivered a below average satisfaction result of 3 on a 5 point scale, with a metric meet goal of 4.0 on a 5.0 scale)
4. **Slide #4: SMART Goals | Three Overarching Goals for Your Area** Make these SMART Goals (Specific, Measurable, Attainable, Realistic and Time Sensitive)… and when at all possible, make sure you are tying them back to our metrics:
5. Make these SMART Goals (Specific, Measurable, Attainable, Realistic and Time Sensitive)… and when at all possible, make sure you are tying them back to the metrics. SMART Goals focus on the big picture, not tactical action items. Example: Strategic Goal: Increase Chapter’s Retention Rate by 4%; Tactical Action: Develop a New Member On-Boarding Program; Tactical Action: Create an Ambassador Program
6. **Slide #5: Succession Plan| Who am I mentoring?** This slide is designed to assist with succession planning. The ongoing goal is for every board member to identify/know their successor for a solid succession plan. That means they should mentoring someone at all times. This slide is for each board member of the department to list who they are mentoring. Most likely candidates for Chair Position or Board; current committee Strengths & Weaknesses
7. **Slide #6: Motions for Budget Adjustments**

**New Member On-Boarding Plan\* and Membership Strategic Business Plan\*\* – Membership Team**

\*The New Member On-Boarding Plan is a required document

\*\* Membership Strategic Business Plan

**TEAM PRESENTATIONS**

During your pre-retreat team meeting you will prepare a 15-20 minute presentation which identifies what your team's 3 key successes, 1-3 challenges have been in the past year and identifying 2-3 areas that you would like to concentrate on for your team in FY 2015-16. 10 minutes is also built into the agenda for Q&A after each team presentation.

The \*draft plans\* you will be presenting should incorporate how you will be working with other teams to achieve your team’s goals. You will need to communicate with the other departments as you work on this. This will be the presentation that you deliver (again, see attached agenda).  Each team will have 30 minutes (20 minutes of presentation followed by 10 minutes of feedback and Q&A)

Identify prior to the retreat who will be presenting from your team.  It could be one individual or a collective presentation effort; however, **you only have 30 MINUTES for your presentation including the Q&A’s!**