

Guidelines for starting and developing a local unit within a chapter

- Identify the core group of individuals living or working in the area included in the unit (it is recommended that there be at least 3-5 interested individuals).
- Identify a local coordinator to facilitate and plan for the first meeting and communicate with the chapter.
- Identify a mutually agreeable time and location for the first meeting.
- Contact prospective members (via telephone, e-mail, or mail) from the Chapter members living in the identified area. Contact the chapter president to get a list of members in the identified area.
- Plan an organizational meeting to identify the mission of the unit, along with the organizational structure, and schedule and format for future meetings.
- Determine a person to be the liaison to the chapter.
- Bring NAPGCM bylaws and code of ethics to the initial meeting.

REQUIREMENTS for Membership

1. Members must hold membership in NAPGCM and their geographically appropriate chapter.
2. Unit members must remain in compliance with the bylaws, policies and procedures, and code of ethics of both the sponsoring chapter and NAPGCM
3. Members are individual and hold the same criteria as NAPGCM
4. Units may determine voting privileges for all membership categories.

Guidelines for units to consider:

- Meeting Frequency:
 - Units may want to meet no less that quarterly
 - Meetings may be held on the telephone or may include people living at a distance via speaker phone.
- Officers:
 - Units may want to identify a coordinator to plan and run meetings.
 - This can be formal with officers and terms of office, or informal among the membership.
 - Each unit must designate a person who will be responsible for communicating with the chapter.
- Responsibility to the Sponsoring Chapter:

- The unit should have a reporting mechanism to the chapter –via minutes, board reports or committee reports. The designated Unit leader is responsible to communicate with the chapter liaison and /or board.
 - Units are financially accountable to the sponsoring Chapter
 - Unit projects must be communicated to the Chapter and if special financing is required, the chapter should be knowledgeable of this.
 - Units legally fall under the chapter’s incorporation and not for profit status
- Finances:
 - Chapters can determine if they will offer annual financial support to a unit (based on \$ per member or per Unit) or financial support by special request or project, or if they will assist the unit to raise its own funds. A chapter may provide seed money to a unit for start up.
 - Units may ask members to pay dues.
 - Since the chapter is the governing body for the unit and holds the incorporation, it is recommended that the unit monies are maintained and distributed through the Chapter treasurer.
 - Funding for the Local Units will be included as an expense item in the annual Chapter budget. Any admission/attendance fees or donations, or dues collected by the Local Unit will be considered income to the Chapter.
 - Each Local Unit will be responsible for tracking income received and expenses, including receipts for these expenses.
- CEUs
 - CEU’s may be offered for the educational component at a unit meeting
 - Peer Supervision credit may be offered if the unit has a case presentation.
- Unit Activities may include:
 - Local networking
 - A Local Brochure of PGCM Members
 - Peer Supervision
 - Community education
 - Professional education
 - Quality assurance
 - Health Fairs
 - Branding and Public Relations for GCMs
 - Research
- An added benefit of a unit: Grow membership and participation in the NAPGCM and the Chapter. Building units grows members