

**Chapter Officer**

**Resource Manual**

**Chapter Overview**

January 1, 2018

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**Association**

A group of people who voluntarily come together to:

Solve common problems;

Meet common needs; and

Accomplish common goals.

An effective Association is one that

Recognizes and focuses on the

Common self-interests

of its members.

**NKBA Vision Statement**

We envision a world where everyone enjoys safe, beautiful

and functional kitchen and bath spaces.

**NKBA Mission Statement**

Through the creation of marketplaces, networks and certifications,

NKBA will inspire, lead, and empower the kitchen and bath industry.

***Chapters ~ Uniting our Industry***

# **History of NKBA & Chapters**

**National Kitchen & Bath Association**

The National Kitchen & Bath Association (NKBA) is the not-for-profit trade association that owns the Kitchen & Bath Industry Show® (KBIS), as part of Design and Construction Week® (DCW). The NKBA has educated and led the industry since the association’s founding in 1963. The NKBA envisions a world where everyone enjoys safe, beautiful and functional kitchen and bath spaces. The mission of the NKBA is to inspire, lead and empower the kitchen and bath industry through the creations of certifications, marketplaces and networks.

The Association began in 1963 as the American Institute of Kitchen Dealers (AIKD). The initial treasury balance of $463, contributed by 14 individuals, led to an association that has become the kitchen and bath industry knowledge resource for both professionals and consumers.

One year following the creation of the AIKD, the AIKD Kitchen Show was held in Philadelphia and the first AIKD design contest was introduced.

The AIKD represented kitchen dealers, as well as some of the industry segments still part of today’s NKBA, such as wholesale distributors and designers. For those pursing design, the first Certified Kitchen Designer (Robert Weiland) received his certification in 1968 followed by the Certified Bath Designer (CBD) program expanding education to include the growing interest in the bath industry. These were soon followed by Certified Master Kitchen & Bath Designer (CMKBD), the Associate Kitchen & Bath Designer (AKBD) programs and the newest Certified Kitchen & Bath Designer (CKBD).

In 1981, the AIKD Kitchen Show changed its name to The Kitchen/Bath Industry Show & Conference (KBIS). The show, initially a very small gathering, had since grown to the largest professional kitchen and bath industry show in the world. From its beginnings in small convention centers, only a select few venues in the United States can now house the show due to its impressive size.

To better represent the entire industry, the AIKD became the National Kitchen & Bath Association in 1983.

**NKBA Chapters**

In December 1965, there were three regional chapters, six state chapters and one district chapter in the association. In each area a coordinator, usually a factory rep who traveled extensively, signed up new members and acted as a liaison to the national board. Chapter development at that time was not an easy task. While the association was gaining members especially in Pennsylvania, New Jersey and other northeaster areas, in other areas it was difficult to get the required 20 members to start a chapter.

The Baltimore-Washington chapter came ready-made with a group of dealers and suppliers already operating as a chapter. With the AIKD (American Institute of Kitchen Dealers) in operation and growing rapidly, it made sense for the two groups to join forces rather than trying to survive on their own. Around 1966 this chapter became an AIKD chapter.

By the end of 1967, AIKD had 10 chapters: Boston Northeast, New York-New Jersey, Pittsburgh-Western Pennsylvania, Chicago, Philadelphia-Southern New Jersey, Washington-Baltimore, Upstate New York, Ohio State and Midwest.

The NKBA currently has 70 Chapters throughout the United States and Canada.

# **Standards of Conduct**

**For Members**

To maintain the dignity of our profession, assure public confidence in our industry and render proper service to individuals and the public, it is the duty of the owners, executives and employees of each member firm of the National Kitchen & Bath Association to:

Conduct all work and business affairs with fairness to all concerned, fidelity to clients and suppliers, and devotion to high ideals of personal honor;

Accept compensation for a particular service or in particular business dealings from one source only, except with the full knowledge and consent of all interested persons;

Make no false or misleading statements to the public, to employers, to employees, or to those with whom we maintain business relationships;

Disclose all interest charges, carrying charges, and fees, and to uphold all laws and regulations pertaining to the business and professional activity;

Assist the client in understanding and obtaining the full measure of the services and rights expressed or implied in contracts, agreements or warranties;

Conduct all business activity without prejudice as to an individual’s age, gender, race, color, religion, national origin, ethnicity, handicap, disability that cannot be reasonably accommodated, marital or domestic partnership status, sexual orientation, liability for service in the armed forces or other protected trait or class;

Refrain from using unfair means to win professional advancement disseminating any malicious information concerning any person or firm; or using improper or questionable methods of soliciting professional work or sales; and

Cooperate in advancing the Kitchen and Bathroom Industry by voluntarily exchanging information and experience with fellow members and by contributing to the work of educational groups, schools, and public and trade press, without disclosing confidential matters.

*These Standards of Conduct have been adopted to promote and maintain the highest standards of business conduct and professional service among the members of the National Kitchen & Bath Association. Adherence to these Standards of Conduct is required for membership in the Association and serves to assure public confidence in the integrity and service of members of the Association.*

**For Certified Members**

To maintain the dignity of our profession, assure public confidence in our industry, and render proper service to individuals and the public, it is the duty of each certified member to observe this Code of Professional Conduct.

The Certified Member Shall:

* Observe the highest standards of personal and professional conduct when dealing with clients.
* Pledge full support in upholding forthright business practices and maintaining a firm opposition to all unethical business practices.
* Clearly determine and define the entire project, services, and terms of agreement in writing.
* Continually strive for knowledge of applicable laws, building codes, statutes and ordinances, permit procedures and such rules and practices as required by communities, state/provinces in which he/she operates, and agrees to be bound by their laws and all other regulations controlling the industry.
* Strive to attain increased knowledge and skill through continuing education in kitchen or bathroom design, construction systems, business management, etc.
* Compete with others on an honorable and fair basis; not misrepresent services rendered by themselves or others not criticize the works of others, except on the basis of well-founded knowledge and fact.
* Show evidence or proof of ability to interpret architectural instructions from plans, drawings and specifications made under accepted architectural practices, as standardized by recognized professional groups.
* Adhere to a strict observance of all laws relative to the conduct of business, and shall not engage in any exploitation of clients, the Association, industry or profession, nor shall the member mislead the public through false advertising.
* Cooperate in every reasonable way with competitors and the NKBA for the betterment of the industry.

Strictly adhere to the rules, laws, procedures and customs as set forth by the Board of Directors.

NKBA certified members shall adhere to this Code of Professional Conduct and shall, at the time of certification and annual renewal, attest to this Code.

# **Responsibilities of Chapter Officers**

Chapters are charged with meeting the needs of their members, members of the Association, and members of the larger community in which they operate. Chapters are responsible for maintaining the frequency and quality of activity in the area they serve, and for identifying and promoting those activities of specific interest to their members.

Chapters also have responsibilities to the Association. Chapters must communicate with the Association; submit annual financial and activity reports; report changes in officers and contact information; update chapter member lists; and adhere to NKBA policies concerning chapter membership, meeting sponsorship, and management of funds.

One of the most important duties of the Chapter is finding enthusiastic and qualified members to serve on committees. Chapters should strive to bring new people into the committee structure to provide training for future Chapter leaders. The Chapter President should take the time at general meetings to acknowledge the chapter volunteers whose help has been valuable. This positive feedback and public recognition of good works is often just the encouragement an active volunteer needs to commit to a longer-term leadership position in the chapter in future years.

# **Chapter Compliance Guide**

This guide was developed to assist NKBA Chapter Officers in determining the “good standing” status of their Chapter or Subchapter. (References to “Chapters” apply to “Subchapters” as well.)

1. Each Chapter must fulfill all 5 officer positions: President, Programs Chair, Membership Chair, Communications Chair and Treasurer/Secretary.
2. Officers can be from any membership category ***(except Students).***
3. No more than one elected officers may come from the same firm.
4. No more than one elected officer may be from the same immediate family (spouses, parents, children or siblings).
5. Officer position terms are two years with the option to self-nominate for an additional two-year term.
6. Once an officer has served for four years, they step down from the council for at least two years.
7. Each Chapter must maintain a minimum of 75 members
8. The Chapter Council should meet ***at least four times*** per year.
9. The Chapter should ***deliver a minimum of four continuing educational hours.***
10. The Chapter is required to hold a minimum of four chapter meetings per calendar year.
11. Send Chapter/Subchapter meetings reports to National within one month of each meeting showing the date, location and purpose of the meeting;
12. Submit year-end financial reports to National no later than **January 31st** of each year;
13. Submit a copy of the Chapter/Subchapter Strategic Plan to National no later than **January 31st** of each year;
14. Submit a list of the recruitment committee members to National Headquarters by **January 31st** of each year;
15. Submit a notice of the date and time of the Chapter/Subchapter annual membership drive(s) to National by **January 31st** of each year;
16. Complete Chapter Officer Training by **February 28th** and;
17. Complete the IRS 990N Tax post card or 990EZ with the Internal Revenue Service and file by **May 15th** each year (where applicable). Submit proof of filing to National;

Subchapters must additionally comply with the following rules when they petition the

Board of Directors to be considered for chartering as a full Chapter:

1. The Subchapter must have successfully operated ***for at least one year.***
2. ***At least four subchapter program meetings*** must have been held.
3. ***A minimum of four continuing educational hours.***
4. The Subchapter must have a ***complete, functioning slate of officers*** who are
5. willing to accept full chapter responsibilities.
6. There must have been ***growth in the membership*** of the Subchapter.
7. The governance structure of the proposed Chapter ***must be consistent*** with the
8. “good standing” requirements above.

# **Chapter Funding Programs**

There are two (2) types of Chapter Support programs offered by the Association to Chapters and Subchapters that are in good standing each year;

1. **Chapter Compliance Funding**. The sum of $1,200.00 is to be paid to the Chapter/Subchapter supporting its educational, professional development and membership recruiting/retention activities. Chapter Compliance Funding is paid starting in January after requirements are met showing they’ve maintained good standing status with the Association. Documentation is based on the prior years’ compliance requirements
* **Subchapter Development Funding**. The sum of $2,000 paid to a Subchapter that is newly formed by NKBA within a Chapter’s boundaries, together with a payment of $500.00 to the Chapter from which the Subchapter was formed. These payments are made in conjunction with the Chapter Compliance Funding.
* **Chapter Accredited Program Funding**. The sum of $250.00 for each existing NKBA Accredited or Supported program held within a Chapter or Subchapter’s boundary; for each new NKBA Accredited or Supported program held within a Chapter or Subchapter’s boundary, a payment of $500.00 shall be made. These payments are made in conjunction with the Chapter Compliance Funding.

Each Chapter and Subchapter must comply with the following requirements in order to remain in good standing and be eligible for Chapter support:

* Reports of Chapter/Subchapter meetings must be prepared and sent to National Headquarters within one month of each Chapter meeting setting forth the date, location and purpose of the meeting;
* Year-end financial reports must be submitted to National Headquarters no later than **January 31st** of each year;
* A copy of the Chapter/Subchapter Strategic Plan must be submitted to National Headquarters no later than **January 31st** of each year;
* A list of the nominating committee members must be submitted to National Headquarters by **January 31st** of each year;
* Notice of the date and time of the Chapter/Subchapter annual membership drive(s) must be submitted to National Headquarters by **January 31st** of each year;
* Chapter Officer Training must be completed by **February 28th** and;
* IRS 990N Tax post card or 990EZ must be filed with the Internal Revenue Service by **May 15th** each year (where applicable). Proof of filing shall be provided to National Headquarters;

**Please mark your calendars with the dates for compliance of each requirement. No funding will be paid until all reporting is completed.** **Non-compliance with any of the above dates will result in disqualification of eligibility for any funding.**

1. **Chapter Initiative Grant.** Chapters and Subchapters may apply for a Chapter Initiative Grant to support specific activities developed by a Chapter or Subchapter to aid in the fulfillment of its educational, professional development and membership recruiting/retention activities. Grants are requested through an application process submitted to National. The Chapter Leadership Committee will review the applications and approve based upon the established criteria. The amount of funds available each year for grants shall be set forth in the annual budget of the Association; however, the maximum amount to be awarded to any one (1) Chapter or Subchapter each year is $2,500.00. We cannot guarantee that all chapters will be approved for the specific amount requested. Chapters should apply only for the amount needed to achieve successful initiatives listed on the application.

The application is to be filled out in its entirety and should give a clear picture of any specific initiatives (one or more) that will be done during the year to increase chapter membership, enhance member benefits or create awareness. This application is the responsibility of your board, as a team, to fill out. This is an optional program and not mandatory that chapters apply for this grant. The deadline to submit the application is **December 31st.**

# **New Chapter Formation**

1. A request to form a new subchapter should first be brought to the attention of National Headquarters who will notify the Council of the “parent” chapter. Additional chapter formation shall be in accordance with the procedures in the Chapter Officer Resource Manual.
2. The request should include a list of members of the Formation Committee:
3. 3 (maximum of 5) members residing in the geographical area of the proposed subchapter;
4. Parent chapter president;
5. Parent chapter Membership Chair;

Note: If the boundaries cross into another chapter’s area, the subchapter must get approval from the other Chapter Council(s).

1. After all research is complete, including no less than 75 NKBA members (a minimum of 50 industry member companies plus 25 individual due-paying members other than students), the Formation Committee should determine whether there is a sufficient base of membership to petition the National Board of Directors for subchapter status. If the Formation Committee decides to proceed, NKBA will send a template for petition to the Board of Directors for subchapter status. The petition will be placed on the agenda for the next meeting of the Board of Directors. NKBA will need the following:
	1. List of Formation Committee members;
	2. Names of Subchapter President;
	3. Formal request by Formation Committee;
	4. List of 3-digit zip codes to be included in new subchapter’s geographical region;
	5. Name by which the proposed chapter will be identified (pre-approved by Parent Chapter(s);
	6. Written confirmation by the Council of the parent chapter(s) of their approval of the subchapter formation.
2. The subchapter officers will serve until the subchapter receives full chapter status. They are then eligible for re-election to a two-year term in the same officer position.
3. Once the officer slate is reported to National Headquarters, a grant in the amount of $2,000 is sent to the Subchapter to serve as “seed” money to assist in establishing a treasury. A payment of $500 is provided to the “parent” chapter. In the event of more than one “parent” chapter, the $500 payment is divided per among the “parent” chapters.
4. All members of the “parent” chapter(s) and the new subchapter are officially notified of the formation and are offered the opportunity to designate a chapter of their choice by contacting NKBA.
5. Following the successful completion of one year as a subchapter, a petition for full chapter status may be forwarded to the National Headquarters for inclusion on the agenda of the next Board of Directors meeting. Success is defined as follows:
6. Minimum of four subchapter meetings;
7. Minimum of three professional development programs held in conjunction with subchapter meetings;
8. Successful recruitment and retention of members;
9. Leaders willing to assume chapter responsibilities

# **Recruitment Committee Roles**

Once the recruitment committee is selected, the President is required to email the names to National atchapters@nkba.org by January 31st.

The Chapter Recruitment Committee is made up of qualified NKBA members who are knowledgeable people representing the best interests of the Chapter membership.

The committee is responsible for:

* Generating member interest in becoming a volunteer
* Review chapter officer’s terms per position to be aware of upcoming open positions

Chapter Council Officer positions:

President

Secretary/Treasurer

Communications Chair

Membership Chair

Programs Chair

Terms: All officer terms are one 2-year term with the option to self-nominate for a second 2-year term

For 2018 elections ONLY, to allow for staggered terms, the President, Programs Chair and Communications Chair will be a two-year term. The Secretary/Treasurer and Membership Chair will be a one-year term

Once an officer has served for four years, they must be off the council for at least two years.

All councils will have three permanent committees: Communications, Membership and Programs

**Recruitment Committee Responsibilities**

* Interview, review and identify individuals qualified to become chapter officers
* Evaluating the relative strengths and weaknesses of the pool of potential officers
* Review the credentials of those individuals nominated to serve the chapter
* Prepare the slate of officers for approval by the Chapter Council. Once approved the Secretary/Treasurer will verify eligibility and email the Recruitment Committee’s final selection of officers to National for their review
* Throughout the year, the Recruitment Committee interviews potential candidates for chapter officer positions so they have available a pool of candidates to replace an officer that resigns

**Chapter Compliance**

* All chapter officers must be NKBA members
* Student members are not eligible to hold an officer position
* No more than one elected officers may come from the same company
* No more than one elected officer may be from the same immediate family (spouses, parents, children or siblings)
* Candidates for the position of President must serve at least two years in another officer position. New chapters may petition the NKBA Chairman of the Board in the event the chapter is new and the two-year minimum is not possible.

# **Chapter Roster & List Policy**

**Chapter Roster Policy**

The NKBA chapter roster is “Private & Confidential” and is restricted to chapter use ONLY (*not for personal/business affairs*). To support chapters in their efforts to reach out to their members and report on new members, NKBA headquarters makes access to this information available to all chapter officers but chapter officers only.

Chapters that send out communication via email must abide by FCC Regulations. (i.e. opt-outs). Chapters will need to provide information to NKBA regarding opt outs so we can update IMIS accordingly and vice versa. Chapters may also allow email recipients to opt-out of NKBA communications by including the following opt-out link in your email message: <http://www.nkba.org/optout.aspx>.

**NKBA Member List Policy**

The NKBA protects its members by NOT sharing home phone, fax and e-mail address information. We request chapters also abide by this method. Therefore, chapters are not permitted to share their member roster with any member or non-member.

**Chapter Media List Policy**

Applicants indicate on the membership application whether not they would like their information shared for third party use. To protect a member’s request, when sharing your chapter’s local member roster for listing in local magazines or in the chapter directory, please use the **Member Permission Form** found online under Chapter Officer Forms. List only **Member Companies** and limit the information to the categories listed below. Encourage consumers who are looking for more information to visit NKBA.org, along with your chapter site, if available.

* Full name of primary contact
* Company name
* Address (street, city, state, zip, country)
* Business phone number
* Website address

# **Additional Resources**

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## Concepts of Leadership

Good leaders are made not born. If you have the desire and willpower, you can become an effective leader. Leadership is a process by which a person influences others to accomplish and objective and directs the organization in a way that makes it more cohesive and coherent. Good leaders develop through never ending process of self-study, education, training and experience. A good leader influences a group of individuals to achieve a common goal.

People want to be guided by those they respect and who have a clear sense of direction. A sense of direction is achieved by conveying a strong vision of the future. The basis of good leadership is honorable character and selfless service.

Our NKBA officers are to exercise general responsibility for and oversight of their Chapter activities and performance, but do not micro-manage their chapter members.

## Critical Leader Competencies

1. Strategic Thinker - Chapters need to understand the big picture and how they fit in the industry. What is there now, what is important, differentiates between winning vs. losing behavior, courageously charts a course for the future.
2. Interpersonal effectiveness - including strong communication skills, how to share information with people in writing and verbally and how to listen.
3. tolerant
4. Able to handle ambiguity is simultaneously patient and impatient, passionate about making good decisions and judgments, strategic to help create the future, highly tactical to make sure there is one
5. Customer - sense i.e., including helping members uncover and discover what they may need to remain competitive
6. Self-confidence and equilibrium - deal effectively with reality, engender respect, capable of drawing calm and reasoned conclusion from incomplete data, makes hard decisions for the long-term good
7. Risk management, including clear understanding of options and choices, investment strategies and contingency planning
8. Human resources management organizational design and development, selection and reward, diversity, creating culture of commitment and performance
9. Technological acumen
10. Humanness

## Tips for Managing Difficult Conversations

* Try to understand how both parties might have contributed to the situation, and what can be done differently to resolve the issues.
* Get away from perception to facts
* Explain your own intentions clearly so there no misunderstandings
* Ask others to explain the reasons why they hold a certain point of view
* Expressing emotions is *not* equal to being emotional
* Don’t translate feelings into judgments, characterizations, or knee-jerk problem solving
* Listen and acknowledge before problem solving
* Hear others’ judgments and characterizations as markers for their feelings
* Don’t let feelings “win out” in problem solving
* Balance your self-image
* Go from the idea of being either a good person or bad person to a grounded self-image that contains both strengths and areas of opportunity
* Help others to see themselves as balanced individuals with strengths and opportunities
	+ Point out their good ideas and ask clarifying questions to emphasize strengths
	+ Ask clarifying questions to help determine weaknesses (if appropriate, suggest opportunities for development)

## Conflict Resolution

* Stop. Look. Listen. Clearly define the real problem
* Brainstorm solutions
* Evaluate the solutions
* Choose the best win/win solution
* Implement this solution
* Choose a follow up date to evaluate
* Celebrate your success!

## Strategies for Difficult Personalities

* Know-It-All
	+ Don’t be careless with words or details – know your mind
	+ Soften statements with ‘bear with me a moment’ and ‘I was just wondering’
* Too-Agreeable
	+ Make it safe to be honest
	+ If they fail to deliver something, hear the person out – don’t interrupt at first. They might just fall back to agreeing with you
	+ Let them know an appropriate time to back out of a commitment, and make them feel safe to do so
* Bully
	+ Hold your ground – make eye contact and breath slowly
	+ Interrupt and paraphrase the main point
	+ Promote empathy ‘From my point of view…’ or ‘The way I see it’
	+ Attempt to re-schedule the conversation to another time. ‘I hear your concern, but I think we need to talk about this when we’re both settled…’
* Complainer
	+ Listen with paper and pen
	+ Ask for their help in identifying the root cause of the problem – vague unhappiness is not something you can fix
	+ Shift focus to small step solutions – they will want to talk about generalized problems
	+ Show them the future is achievable – try to remove helplessness
	+ Draw a line when the conversation loops back over points already made.
* Negative Person
	+ Avoid trying to show them how it could be worse to force them to be positive
	+ Don’t rush them – they may come back to you when they are ready ‘If you change your mind, let me know’, ‘When you think of a solution, get back to me’, ‘if you think of any ideas, get back to me’
	+ Acknowledge their good intent – appreciate their high standards, willingness to speak up, and concern with the details.
* Procrastinator
	+ Give them mini-deadlines with achievable steps
	+ Ask what it is that makes them uncomfortable about the task (literacy skills, too much work, trouble at home, etc)
* Angry People
	+ Greet the person pleasantly
	+ Remain calm and respectful
	+ Listen with *limited* interruptions
	+ Use good listening skills and encouragers
	+ Acknowledge the anger
	+ Paraphrase and summarize
	+ Apologize if an apology is required
	+ Listen for statements that can be agreed with
	+ Don’t debate the facts if the person is still angry
	+ Ensure the person understands what you say - ‘yes’ does not indicate understanding

**President Position – Forming Committees as needed**

The President will be responsible for creating committees to assist with certain chapter needs.

* Professional Development
	+ Assess the needs of the chapter and create committee as needed for:
		- study group for officers wanting to become certified
			* The leader must be a CKBD or CMKBD
			* The Chapter President is responsible for maintaining the Professional Resource Library (PRL). The study group leader will advise the President when the PRLs are needed for use in a scheduled study group
			* Order Study Group Leaders Manual for study group
			* Announce study group at chapter meetings
			* Refer to NKBA website for information on certification levels and exam procedures
			* The committee can be active for only a short time, ongoing, or on an as-needed basis
			* Monitor the use of NKBA appellations within your chapter and report any misuse to National with appropriate substantiation
				+ The identification may only be used in conjunction with the certified individual’s name
				+ The use of such titles to identify a business is strictly prohibited
				+ The legal use of these professional symbols is protected by registration Certificate #935513 under the Trademark Act of 1946 and is on file with the Commissioner of Patents, United States Patent Office.
		- Promoting NKBA certification and certification prep courses
			* Recognize newly certified individuals at meeting, on your chapter website and in your chapter newsletter
			* Consider offering a certified chapter member breakfast and invite other interested members to attend
		- Organizing Chapter Design Competitions and promoting NKBA Design Competition
			* The NKBA Design Competition has a fall deadline. Entries are judged by a panel of industry professionals and awards are presented at KBIS where the designs are on display. One of the largest press release programs of the Association focuses on the winning entries of the Design Contest
			* A chapter design contest can be promoted in local newspapers and magazines and winners can be featured on the chapter’s website and newsletter bringing recognition to local members.
* Government Relations
	+ National has engaged a Washington DC based firm to monitor legislature for our chapters
	+ The firm will contact National when action is needed by a particular state
	+ The chapter can create a task force to address any actions on an as-needed basis
* Student Engagement
	+ Create a committee to support local academic programs and students as needed
		- Outreach to local high schools, colleges and universities that are not NKBA accredited within the chapter boundaries
		- Serve as liaison to Accredited/Supported programs within the chapter boundaries
		- Share chapter calendar with Program Director
		- Definitions
			* Supported status is granted to programs that demonstrate willingness and meet the requirements for supported status. During supported status, schools strive to become fully accredited by continuing to enhance their Kitchen/Bath program, using the curriculum which is built around the NKBA Professional Resource Library, expanding students’ knowledge to meet NKBA's accreditation guidelines. When referring to the partnership between the institution and NKBA the *Supported* designation must be noted.
			* Full Accreditation - The institution has met NKBA requirements for full accreditation. An accreditation ceremony is planned by the educational institution.
		- Encourage student mentoring and internship programs
		- Know academic calendar to assist in planning joint activities
		- Assist Program Coordinator in the formation of student chapters and act as liaison to existing student chapters
		- Develop student-oriented chapter programs such as design competitions, scholarship programs, career fairs and special events
		- Encourage chapter members to attend/participate in career fairs
		- Invite students to all chapter events
		- Meet and invite Program Coordinator to chapter events
			* Let chapter know when these guests will be at meeting
			* Prepare name tags and welcome sign/banner
			* Greet and introduce guests at the meeting
			* Follow-up with phone call thanking them for attending and offer to answer any questions about the chapter
		- Consider discounting event pricing for students
		- Consider joint program with students participating in the planning and implementation of the program
		- Consider students as committee members to assist with social media needs and to be mentored for future officer positions
		- Student Chapter Formation – as needed
			* Establish a link between the educational institution and the local chapter
			* Introduce students to the benefits of NKBA certification and membership throughout their careers
			* Student chapters can only be formed at an NKBA Supported/Accredited school.
				+ The Program Coordinator will set up a meeting with the chapter’s representative (committee member), who will serve as the liaison, and three or more students currently enrolled in the program. This group will be the steering committee for student chapter formation. This meeting will determine the support for the formation of a student chapter.
				+ The group will elect a Student Chapter President, Programs Chair and Secretary/Treasurer. These students, plus the Program Chair and the chapter’s representative (committee member) will form the Student Chapter Council.
				+ The Student Chapter Council will submit a letter of notification of the Student Chapter formation to National along with a completed Student Chapter Activity/Financial Report documenting the financial status of the chapter, planned activities, and name and contact information for the Student Chapter Council members. The Accredited Program Coordinator will be assumed to serve as the primary liaison between the NKBA and the Student Chapter and all NKBA materials will be sent to that individual. The chapter’s representative (committee member) will serve as the liaison between the Student Chapter and the NKBA Chapter. The Student Chapter Council shall serve as the governing body of the Student Chapter and shall meet at least three times during the school year (September through June).
				+ Upon receipt of the letter of notification of the Student Chapter formation and the Student Chapter Activity/Financial Report, the staff of the NKBA Certification + Design Department will send a start-up grant to the Program Coordinator, with the understanding that these funds are to be used to support the activities of the Student Chapter for networking and educational/professional development activities.
			* Student chapter structure
				+ The Program Coordinator and the local chapter’s representative (committee member) are automatically members of the Student Chapter Executive Committee. The Student Chapter must hold an election for President, Programs Chair and Secretary/Treasurer and provide NKBA’s Certification = Design Department with a completed Student Chapter Activity/Financial Report listing the Student Chapter’s Council by October 31 of each school year. Election shall be by a plurality of votes of student members present at the meeting where the election is held; the meeting shall be announced to the members of the Student Chapter at least one week prior to the meeting. The officers’ terms of office will be August 1 – July 31. Only student members of the NKBA who are registered on at least half-time basis in the Supported/Accredited Program are eligible for election to Student Chapter office.
				+ In order to receive the annual Student Chapter grant (of $500), the Program Coordinator must submit a completed Student Chapter Activity/Financial Report by June 1 of each school year. Upon receipt of this report, NKBA’s Certification + Design Department will authorize the release of the Student Chapter grant for that academic year.
			* Student Chapter Officer Position Responsibilities
				+ President

Exercise general supervision of the affairs of the Student Chapter

Preside at meetings of the Student Chapter and the Student Chapter Council

Ensure that the Student Chapter adheres to NKBA Bylaws and Policies

* + - * + Programs Chair

Develop and organize educational/networking/professional development activities to benefit the members of the Student Chapter

Coordinate with the Program Coordinator and the chapter’s representative to encourage joint NKBA Chapter and Student Chapter activities

**Perform the duties and exercise the powers of the Student Chapter President if he/she is unable or unavailable to fulfill his/her responsibilities**

* + - * + Secretary/Treasurer

Take and maintain the minutes of Student Chapter Council meetings

Preserve and maintain the records of the Student Chapter

Supervise the financial affairs of the Student Chapter

Provide the Program Coordinator with the information required to complete NKBA’s required year-end Student Chapter Activity/Financial report

Report financial information to the Student Chapter Council and the membership at chapter meetings

* + - * Student Chapter Committees
				+ Subject to the approval of the Student Chapter Council, the President may establish committees and appoint a chair, as he/she and the Student Council shall deem necessary.
				+ The term of the appointment shall be through the end of the academic year and the chair may be re-appointed as long as he/she remains a student within the Supported/Accredited Program.
			* Student Chapter Meetings
				+ Student Chapter meetings are provided as informative and educational resources to members of the Student Chapters.
				+ It is strongly encouraged that at least one meeting per year be held jointly with the “parent” Chapter.
				+ Student Chapters are subject to the same limitations and restrictions on meetings, advertising and sponsorships that govern chapters and are specified elsewhere in the NKBA Policy Manual.
			* Student Chapter Tax Status
				+ The policies governing Student Chapters tax status is identical to that of all NKBA chapters and are specified elsewhere in the NKBA Policy Manual.
			* Student Chapter – Miscellaneous Information
				+ No Student Chapter should gather statistical information or establish a statistical reporting system without first submitting the proposed program to the NKBA Manager Member Engagement for approval, including an outline of the information to be gathered and the mode by which the information will be disseminated.
				+ No Student Chapter, its officers or members may create any indebtedness, which binds or obligates the Association and its members without prior written approval. In any instance where an unauthorized indebtedness is incurred, the Student Chapter, Student Chapter officers and members responsible shall indemnify and hold harmless the Association.
				+ All checks and drafts disbursing Student Chapter funds must have the signatures of two Student Chapter Executive Committee members, one of which must be the School Program Coordinator.