



Tips on how to Reactivate Your AFE Chapter

Dear AFE Member:

I am pleased to hear you are interested in reactivating a local AFE Chapter in your area. Please read all the enclosed information carefully so that you are comfortable with the level of commitment it will take to reactivate this chapter.

What Makes a Chapter Successful?

An effective chapter will have the following characteristics:

- Publicly accessible meeting place for members
- Setting goals and regularly measuring their progress
- Established systems for administrative and financial functions
- An active membership recruitment and retention program
- Ongoing programs that serve identified interests of the chapter members
- A broad-based fundraising plan
- Enough capable leaders to carry out the daily work of the chapter

Remember, no matter what stage of chapter development you may be in, chapters are part of a larger association. AFE chapters work hand-in-hand with the national organization to ensure that their individual and joint efforts support the work of the association as a whole.

AFE's Mission Statement

AFE provides education, certification, technical information and other relevant resources for plant and facility engineering, operations and maintenance professionals worldwide.

Where do I find members and sponsors?

Everyone who comes in contact with the chapter is a prospective member or sponsor. Callers, walk-ins, program attendees, trade show participants, meeting sponsors – all of these people (and others who contact AFE Headquarters directly) are potential members, contributors and volunteers. These names should be included in your prospect list and should also be forwarded to AFE Headquarters. An easy way to develop a prospect list is to enter the names, addresses, phone, and fax and email addresses into an Excel file. Don't let them get away!

What do I do first?

Here is a summary of the steps to complete as you begin exploring the possibility of reactivating this chapter.

1. Make contact with individuals on member lists provided by AFE headquarters to inform them about the possibility of reactivating this chapter
2. Hold an exploratory meeting to determine interest and resources available
3. Recruit 10-15 people who will help redevelop the chapter
4. Identify the area to be served by this chapter
5. Set up meetings and/or tours, chapter members may initially suggest their place of business
6. Review and/or re-write outdated chapter bylaws
7. If the chapter does not already have an Employee Identification Number (EIN) you can use the instructions and application enclosed to apply for one.
8. Establish a chapter leadership structure, elect or appoint officers, notify AFE Headquarters
9. Establish the chapter budget and set up a chapter checking account (must have an EIN number to do this.) Contact AFE Headquarters for additional chapter financial information.

Reactivating an AFE chapter is an ongoing process that will not be accomplished overnight and does require a commitment of energy and dedication. By calling and inquiring how to bring the benefits of AFE to your local area, you have completed the initial step. The AFE Headquarters staff and region volunteers will guide you every step of the way.

The Headquarters staff works with existing and emerging chapters to provide technical assistance in all areas of chapter management and development. In addition, we are available to assist with chapter functions, including public relations, finance and administration, and program services. We are looking forward to working with you as you begin to lay a new foundation for this chapter.

Sincerely yours,

Laurence Gration, CAE
Chief Executive Officer
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