1. **You think you want to start a chapter**? ---

Review [IACRN Mission/Vision/Strategic Plan](http://iacrn.memberlodge.org/strategic-plan)

* Identify ways your local chapter can support IACRN mission / vision.
* How will a local chapter benefit Clinical Research Nurses in your area?
* Educational offerings
* Networking
* Sharing best practices
* Professional growth
* Advocacy
* Resources

Talk to your colleagues to gauge long term interest.

* How many clinical research nurses are in your area?
* How many are already members of IACRN? (Find out from IACRN@IACRN.org )
* How many are interested ***now*** to help you with setup?
* Host initial gathering to determine feasibility.
1. **Contact the Chapter Governance Committee**

Email: IACRN@IACRN.org with subject line: Start Chapter

1. **Talk to *Your Chapter Governance Advisor***

**As Chapter Governance Advisor, I am your resource for all things related to Chapter start up and ongoing reporting requirements.**

You will be assigned a Chapter Governance Advisor...



 Ask me!



Good stuff in here. Look at appendices. Lots of examples from real life experience.



1. Review [Chapter Governance Startup Guide](http://iacrn.memberlodge.org/Chapters) on the Members Only link.
	1. Assemble your team
	2. Develop operating plan
	3. Send formal Letter of Interest/Intent about starting a chapter to

Your Chapter Advisor and to Chapter Governance Committee Chair.

* 1. Plan your first official meeting.

Officers

Pres

Pres Elect

Secretary

Treasurer

Events

Minutes

**YOUR CHAPTER of the International Association of Clinical Research Nurses**

1. After achieving Pilot Chapter Status, send Chapter Information to

IACRN@IACRN.org for posting on Your Chapter Webpage on IACRN website.

* 1. Include Name of Your Pilot Chapter.
	2. Names of Leadership Team.
	3. Dates and times of meetings.
	4. Chapter events.
1. Refine your operations as you gain experience.
	1. Keep in close contact with your Chapter Advisor.
	2. Have fun.
	3. Celebrate at every meeting!

