**ACUARP Chapter Meetings**

Chapter meetings are the grassroots of ACUARP. Chapter meetings should be designed by the Chapter Coordinator with input from their Chapter members as to frequency, content, and format.

There is no charge for Chapter meetings; there is no budget for them as well. No registration is required. ACUARP does not offer CPE for Chapter meetings.

Being that these meetings are free, encourage Chapter members to invite other staff from their CU, or other CUs in the area, in the Audit, Risk and Compliance areas.

Chapter meetings are truly at the discretion of the Chapter Coordinator and their Chapter members.

**Please Consider**

* Meeting Format
	+ Length - lunch, 30 min call, 90 min call – what works for your group?
	+ Frequency - monthly, quarterly, twice a year – what works for your group?
* Conference/meeting room
	+ Can be a restaurant, credit union or vendor space
	+ Space based on expected # of attendees
	+ Projector/technology capabilities – if having a guest speaker/needed
	+ Power for charging phones/laptops/notepads – if needed
	+ Wi-Fi – if needed
	+ Restrooms close
	+ Parking
	+ Central location convenient for attendees
* Guest Speakers
	+ Chapter Coordinator develops topics with input from members
		- Gather ideas from members, other region meetings, annual conference
		- Include topics for Audit, Risk, Compliance, CU industry
	+ Speakers
		- ACUARP will not cover speaker fees
		- ACUARP Vendor partners – preferred
		- Other vendors
		- College Professors
		- CU staff with expertise
* Once a meeting is scheduled
	+ Email Region Director, Board Liaison, ACUARP Exec Office and Social Media liaison
	+ Email your Chapter members or send Outlook/Zoom invites
	+ Provide agenda/topics to be discussed and if there will be a guest attending
* During Meeting
	+ Take minutes and list attendees
		- Provide to attendees, Region Director and Board Liaison
		- Minutes should note
			* Date, location, speaker, attendees, topics discussed
			* Do not document presentation details, only topic
			* Member questions/concerns/discussions items – to ensure follow-up