

# LEAD! 26

**LEAD! Webinar Series: Leadership Roles**

April 28, 2026

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# Before We Begin

**This session is being recorded**

Recordings and materials will be shared with LEAD attendees and posted on the AGA website

**AI tools may be used**

to support content, discussion, and idea generation

# Shout-Out: pre-session submissions

## Top Areas:

- Area 4
- Area 8
- Area 3

Thank you for sharing your insights and feedback!

Today's focus: understanding what this role *actually* looks like in practice

# Chapter Administration & Operations

# Chapter Administrative Responsibilities

The **Chapter Executive Committee (CEC)** is the Chapter Administration & Operations Team.

Individuals can hold multiple CEC roles within the **SAME** chapter.

- Chapter President
- Chapter President-Elect
- Chapter Treasurer
- National Council of Chapters (NCC) Rep.

- Membership Chair
- ACE Reporting Chair
- Webmaster
- Secretary

- Director of Programs & Events
- Social Committee Chair
- Young Professionals Chair
- Community Service Chair

# Chapter Administration

As a chapter leader, it is essential that you have accurate and current information about the federal and state legal and tax issues that affect your chapter.

*More information located in the Chapter Leadership Handbook*



# Chapter Administration – Questions/Support

Employer Identification Number	501 (C)(3) Status	Chapter Incorporation	Insurance	Bylaws
If you have questions, contact the <b>AGA National Treasurer</b> or consult the Chapter Treasurer Handbook.		Please contact the <b>secretary of state of your jurisdiction</b> for more information.	<b>Contact your insurance agent</b> to assess the sufficiency of your current coverage.	Questions regarding chapter bylaws should be directed to the <b>Chapter Services Manager</b> .

*More information located in the Chapter Leadership Handbook*

# CEC Roster

July 1 marks the beginning of our program year. **Chapter Rosters** should be submitted to Chapter Services Manager by **June 30** to allow us to:

Grant access to Chapter Resources in the My AGA section of the website

Correct officers and contact information listed on AGA National and your chapter website

Keep record of chapter service

Contact appropriate officers to promote awards nominations processes

Identify potential national leaders

# Chapter Executive Committee Meetings

Find what works best for your CEC. Keep in mind, "what works best" may be different from "how we've always done it."

## Best Practices

- Be consistent and regular!
- Adhere to the agenda
- Set the norms and expectations
- Action Items
- AGA Chapter/National items
- Make the most of your time together!

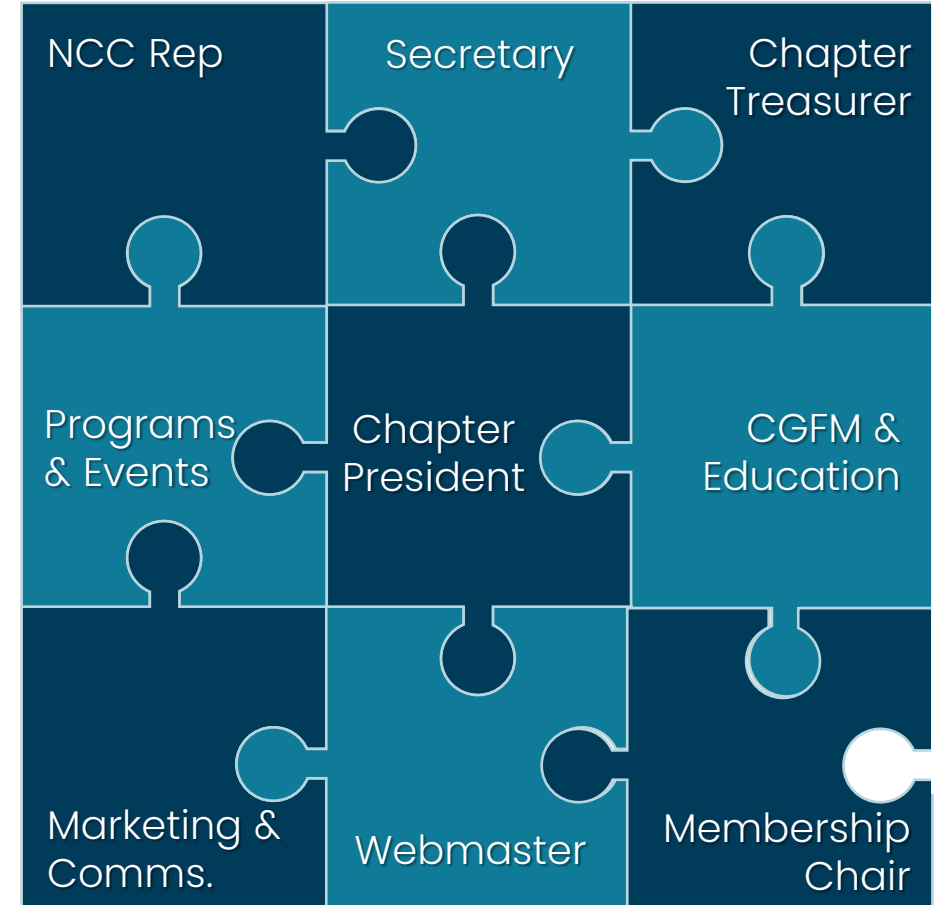
## Consider sharing...

- Introduce New Members
- Share member achievements or news
- Promote upcoming events
  - Chapter, National, Area, etc.
- Updates on any action items/tasks

# Chapter Leadership Roles

# Putting the Pieces Together

- Each Chapter Executive Committee (CEC) role contributes to overall success
- No role operates in isolation
- Strong chapters = strong collaboration



# What All Roles Have in Common

- Responsibility & Accountability
- CEC Collaboration
- Communication & Visibility
- Leadership Development
- Impact Cycle

## Responsibility & Accountability

- Follow bylaws
- Meet deadlines
- Maintain records

## CEC Collaboration

- Shared responsibility
- Regular communication

## Communication & Visibility

- Every role communicates
- Internal + external

## Leadership Development

- Delegate
- Mentor
- Document

# Impact Cycle

## Events

Create a can't-miss opportunity! (FOMO)



## Engage

Foster community and add value.

## Impact

Delivers value to members & the community

## Membership Growth

Ensure the future of your chapter.

# Today's Breakout Session

- Hear what *actually* works
- Learn from experienced leaders
- Ask questions!

# Today's Guests

## Chapter President & President-Elect

- Jamyen Robinson-Hall, *Austin Chapter*
- Patrick Sullivan, *Boston Chapter*

## Chapter Treasurer

- Brad Cromes, *Cleveland Chapter*

## Marketing & Communications

- Kelly Stefanko, *VA Peninsula Chapter & Director for Chapters Area 6*
- Thomas Chin, *Washington DC Chapter*

# Today's Guests

## CGFM & Education

- Drew Sadler, *Nashville Chapter & NGB Professional Certification Chair*

## Membership Chair

- Abby Hundt, *South Dakota Chapter*

## Program & Events

- Winston Lucombe, *Greater Richmond Chapter*

## Secretary

- Jamie Chambers, *Charleston WV Chapter*

# What's Next?

Before our next session...

- ✓ [Submit](#) 1 question or challenge to discuss
- ✓ Review the Chapter Leadership Handbook

## Next Session: Chapter Citizen-Centric Reports

Tuesday, May 12 | 2-3 PM ET

*Same Zoom link*

# Did you say...submit?!

You heard that right!

Before our next session...

Submit one question or challenge your chapter is facing

- Use the [form](#) linked on the LEAD 2026 page