

Guidelines for Being a Practice Group Leader

by Candace Pietschmann,

Chair of the Practice Group Leaders Committee

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1. You must, naturally, hold Practice Group meetings.
2. You must post the meetings on the Listserv by e-mailing your notice to the Administrator, Lois, so that all Fellows may attend. Please limit your meetings to Fellows only, unless there is a guest for one meeting, or someone who is "on a committed path to becoming a Fellow". Our organization needs its dues-paying members to keep us thriving, and if people are getting the benefits of membership for free, they will be less likely to pay and keep up their educational requirements which leads to best practices and the good reputation of our members.
3. You must participate on the Practice Group Leader Committee teleconference. If you miss more than three meetings in the calendar year, another Leader will be appointed for your group. The Committee almost always meets on the second Tuesday of the month at 12:30, so mark your calendars now, and bring your Co-Leader's number with you if you get held up somewhere and cannot attend. Better yet, contact him or her the day before if you anticipate a problem.
4. You should all have Co-Leaders so that if you cannot attend, your Co-Leader can. If having a Co-Leader from the same firm presents a problem in that you are all busy at the same time, then you should think of having a Co-Leader that is not with your firm.
5. You should hold the events we determine in our Committee meetings (such as open houses). If there is a problem meeting these requirements, please talk to your Co-Leader about the possibility of taking over the group and finding another Co-Leader to replace you.
6. You should schedule speakers or topics of discussion that will hopefully attract a good turnout. There are resources on the IACP web site to help with this, or contact me or other Leaders to discuss, or put on our Committee agenda by contacting me with some lead time.

Most of you are participating actively as outlined above, and we all appreciate your efforts! It is a lot of work. Thank you.

Candace Pietschmann,
Chair, Practice Group Leaders Committee

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