

# How to use your Chapter Manual

1

## What is the manual about?

This Chapter Manual offers basic information about running a local chapter, particularly that which is specific to Canadian Parents for French. To reduce the need to issue updates, “dated” information has been kept to a minimum. Our CPF-BC & Yukon website has information, forms, promotional materials, etc. for chapters under *Chapter Information* at [www.cpf.bc.ca](http://www.cpf.bc.ca).

## The chapter President

The Chapter Manual is the property of the chapter and is to be kept by the President as part of the permanent records of the chapter. It is the chapter President’s responsibility to ensure that new revisions are added to the manual and it is kept up-to-date.

As a chapter President, you need to be aware of the information that is available to the members of your Board of Directors and other key volunteers, and you should have a complete manual on running a chapter. The Table of Contents will help you to access those sections that are most important to your responsibilities, while other sections are for your reference, as required.

## Other key volunteers

Individual sections of this manual are designed to be copied for insertion in manuals for use by specific volunteers: the section on chapter finances to your Treasurer, the one on newsletters to your Newsletter Editor, and so on. These volunteers could then add information specific to your chapter (your chapter policies, samples, etc.).

In addition, the sections on “What is Canadian Parents for French?” and “What is CPF-British Columbia & Yukon?” are relevant to all active volunteers. They should be copied to form an introduction to the various volunteer manuals and for your chapter members-at-large.

Some of the appendices should also be added to the manuals for various individuals. For example, those responsible for membership recruitment, volunteer recruitment, and visibility would find appendix G “*Resources from CPF and others*” most helpful.

## Only a start ...

A manual can never answer all your questions or deal with all possibilities. Your Chapter Manual provides references to more information, but we hope you will always see the CPF-BC & Yukon staff as one of those sources. Once you have reviewed the basic information in the manual and any of the other sources to which you have been referred, contact the branch office for more in-depth information and/or to discuss its application to your particular situation.

Errors, omissions, typos, and suggestions for improvement are welcome! Send them to the Chapter Program and Support Officer.

