

Suggested Strategies for a Successful HPS Chapter Meeting

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1. Hold three to four meetings a year, around the same time each year. A **routine helps** the membership expect (remember) when a meeting is coming up and plan to attend the meeting routinely.
2. **Alternate the meeting location** among five to six different cities each time. This allows some members to not travel so far to some meetings and almost guarantees their attendance.
3. Almost everyone works from 8 to 5 and wants a break at the end of the workday. **Hold the meeting on Saturday**, again in alternate cities. This allows the membership to make a minivacation of a business meeting. I take my family or wife to these meetings and they shop or visit with distant friends/relatives while I learn the good technical stuff. Then we all go out to dinner after the meeting. This approach combines work and pleasure and is not rushed.
4. Assure that each member gets a **meeting notice at least one month in advance**. This should be in writing via a newsletter or an email (resend the email two weeks before the meeting as a reminder). Make certain that the person assigned to the meeting publicity is a responsible person(s).
5. The **meeting notice must have the agenda**, meeting location, time, topics, and speakers' names and affiliations. It is a turnoff to just say "We will meet on this day."
6. If you have affiliate members, **have an Affiliates Appreciation Meeting**. At this special meeting have the affiliates tell the chapter members about any new innovations or established services and products that the affiliate offers. Ask the affiliates to provide door prizes, to be given away at the end of the meeting, where "you must be present to win." Many affiliates will donate toward dinner to make it more attractive to attend. If you have many affiliates, the dinner can be free.
7. In order to properly advertise, you must **plan each meeting months in advance**, getting the location and speakers set.
8. The speakers should be **technical, but do not have to be health physicists**. Medical devices, nuclear medicine procedures, etc., are well-attended and informative meeting topics. Many nonmedical HPs enjoy this type of meeting.
9. Cosponsor meetings—Try to **get other professional groups involved** in your area, such as the American Association of Physicists in Medicine, American Nuclear Society, etc. Many members might be dual members and many friendships can be started this way.
10. Have a vote with your membership on such things as how they want the meetings run, do they want them on the weekend, how many meetings per year do they want, do they want dinner or no dinner, what should the maximum price be, do they have a list of topics of interest, etc. Make your chapter members work for you and you'll get a better response since they had a hand in the planning.