

Resources and Services Available to Chapters

- **Membership Rosters, Mailing Labels, and E-mail Addresses**

ACR maintains a membership database and can provide chapter rosters upon request. We can also provide self-adhesive mailing labels or files that can be merged to create mailing labels. E-mail addresses can be provided to chapters for their own membership and are to be used solely for conducting chapter business.

- **Membership Dues Billing**

The ACR dues billing service allows chapters to take advantage of ACR resources for preparing and distributing invoices, dues collection and recordkeeping. The College charges a modest fee for this service.

- **Membership Reports**

The ACR Membership Department has developed a series of reports to assist chapters in maintaining an accurate membership database and to support chapter member retention efforts.

- **Legal Assistance**

The members of the ACR Legal Department are available to provide general information on a variety of issues to ACR members and their attorneys.

Chapter leaders may turn to the ACR Legal Department for:

- referrals to local attorneys
- general questions about nonprofit organization and incorporation
- general questions about bylaws
- general questions about anti-trust issues and other corporate matters

- **State Legislative Services**

The ACR created the state government relations program to address legislative and regulatory trends across the country, as well as to assist chapters with legislative and regulatory initiatives and strategies on the state level. A committee is dedicated to state government relations and there is a blog that members can access regarding state GR.

- **Chapter Visitation Program**

In order to achieve the goals of the program, the ACR provides a speaker to attend a chapter meeting and highlight emerging issues and recent ACR activities. In addition, the ACR representative provides a forum or makes his or herself available to receive chapter/member input. The College assumes the expenses for one visitor, per chapter, per year.

- **Recognition through the Chapter Recognition Awards Program**

Provides recognition for chapter successes and innovative ideas and facilitates the sharing of ideas among chapters

- **Model Chapter By-laws and Incorporation Information**

The ACR has available a copy of model chapter by-laws as well as general information regarding incorporation.

- **Web Site Hosting**

The ACR currently provides web site hosting services for chapters for a modest fee. SPECIAL NOTE: This service will be replaced with a no-cost chapter web site as part of the redesign of ACR.org

- **Use of the ACR Logo**

There is a reciprocal relationship between ACR and chapter membership and there may be times when your chapter would like to use the ACR logo on materials in order to illustrate this important relationship. With prior approval and in accordance with ACR guidelines, the ACR logo may be used on chapter-related materials.

- **Chapter Meeting Announcements**

The ACR will list chapter meeting information on the ACR Web site and when space is available and ample notice provided, may also list meetings in print or electronic publications (i.e. *ACR Bulletin* or *Member News*)

- **Chapter Executive Update**

E-newsletter distributed by ACR staff specifically for chapter leaders and executive staff; includes access to chapter resources and conveys information on chapter-related news and pertinent activities

- **AMCLC Stipends for residents and fellows, and young physicians**

The ACR provides up to \$2,000 to chapters to help send residents and fellows to the ACR Annual Meeting and \$1,000 for a young physician Alternate Councilor to attend the meeting

- **Guidance regarding Council activities**

The AMCLC Web site includes a number of resources to provide guidance on ACR Council activities, including a handbook for councilors and alternates, a resolution template, a how-to document for writing resolutions, and a Council policies and procedures. Staff is also available to answer questions by phone or e-mail.

In Development –

There are a number of plans in development to build on the resources and services currently available; these include:

- **Chapter Portals on SharePoint** – the portal is being developed to facilitate communication between chapter and ACR leaders, and will also provide chapter data hosting for easy access online and provide document drafting tools for group editing
- **Access to chapter data** – as part of ACR’s new association management software, chapter leaders and executives will have access to membership and officer/councilor information via online reports
- **CME** – staff and committee members are currently exploring how to provide a menu of CME programs and/or joint sponsorship for chapter CME
- **Chapter Web Sites** – as part of the redesign of ACR.org, all chapters will be provided with presence on the ACR Web site via no-cost chapter sites; for those chapters that have sites hosted externally there will be easier access to those sites

Key Contacts

Chapter and Volunteer Development

- Resident and Fellow Section, Young Physician Activities, General Support
Trina Madison, Director
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- Chapter Recognition, Chapter Visitation, Chapter Executive Update, General Support
Devin Parris
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- Chapter labels, Officer/Councilor Records, General Support
Fran Cordero
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Council Services

Council Steering Committee, AMCLC, Digest of Council Actions, Resolutions

- Brad Short
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Government Relations and Economics and Health Policy

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- State Government Relations
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Legal

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Marketing, Communications, and Public Relations

- ACR and Chapter Web sites
Noelle Neu, Web Content and Social Media Manager

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Membership

- ACR Membership, ACR Fellowship, General Inquiries
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- Chapter Membership, Chapter Rosters, Dues Billing, Chapter Payments, General Inquiries
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- ACR Fellowship Applications and Convocation
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Commissions and Committees

- Commission on Membership and Communications
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- Committee on Chapters
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- Committee on Membership Development
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