

# **NATIONAL COALITION FOR CAMPUS CHILDREN'S CENTERS**

## **Guidelines for Organizing a Chapter Group of NCCCC Members**

### **I. Purpose**

Chapters of NCCCC are intended to:

- A. Identify individuals affiliated with campus children's centers within a given locality (city, state, region, or other geographical area).
- B. Organize small group meetings to better meet the needs of NCCCC members.
- C. Recruit new members for NCCCC and retain existing members.
- D. Provide support and direction to campus children's center professionals and strengthen individuals through mentoring.

### **II. Guidelines**

Chapters of NCCCC:

- A. May organize by city, state, region, depending on the number of campus children's centers in an area and the distance between them.
- B. Shall develop a mission statement that follows the NCCCC Mission Statement.
- C. Shall encourage all members to join NCCCC and attend the Annual Conference.
- D. Shall develop a schedule of meetings/events according to the member's needs and interests.
- E. Shall report about their activities to the Chapter Liaison on a regular basis and as requested.

The NCCCC Board shall:

- A. Appoint a Board member to act as a liaison to Chapter groups.
- B. Charge the Chapter Liaison with responsibility for mentoring Chapter groups, and showcasing, collecting and reporting on Chapter activities.

### **III. Steps to Organize a Chapter Group**

- A. Identify current NCCCC members in the area, using the NCCCC membership directory. Invite them to participate in the planning process.
- B. Identify other campus children's centers in the area.
  1. Develop a list of all colleges and universities in the area.
  2. Identify department heads that would know about a children's center on campus. The departments may include Early Childhood Education, Nursing, Student Services, Personnel, Child Development, Public Relations and Marketing.
  3. Develop a mailing list of campus children's centers in the area.
- C. Plan an initial meeting date and location.
  1. Draft a letter of invitation describing the purpose of the meeting, a preliminary agenda, directions, and parking information.
  2. Make arrangements for food or refreshments, depending on the timing.

D. Suggested activities for the first meeting:

1. Provide literature about NCCCC and membership information. If any participants are unfamiliar with NCCCC provide an introduction and overview of the organization.
2. Review preliminary agenda and add issues/items for the group.
3. Circulate an attendance roster and identify non-NCCCC members— They should be encouraged to join.
4. Develop a mission statement and organizational structure.
5. Designate a chairperson or elect officers.
6. Discuss future meetings: location, time and place, topics to be addressed, etc.
7. Report to NCCCC Chapter Liaison regarding activities.