



Air Force Sergeants Association Presents:

Creating the D.O.E.R Chapter



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International President

Creating the D.O.E.R Chapter: The Recipe

- * D: Direction
 - * Pour in healthy amounts of the AFSA 4 Pillars
- * O: Organization
 - * Ensure the right amount of roles and responsibilities
- * E: Effectiveness
 - * Keep the Chapter operational
- * R: Relevance
 - * Be a Chapter that matters



Direction: The 4 Pillars



Direction: Success Guidelines

Legislation

- * Share the Legislative Platform
- * Sign members up for our weekly e-mail updates
- * Stay in touch with the AFSA Website
- * Access the Legislative Action Center
- * Learn about The Military Coalition
- * Share the wins
 - * No pay freeze
 - * Retirement is alive
 - * Healthcare still reasonable—Doc Fix!
 - * Commissaries open for business
 - * Tuition Assistance AND Post 911 GI Bill available

Membership

- * Sell AFSA
- * The 5 for \$25 is over in 2016!
- * Review your rosters—say hello to new members
- * Review the R&R report—did the new members complete the sign up process?
- * Fix bad addresses—you lose 25 cents each quarter
- * Contact those about to expire
- * Work the inactive roster—they joined once—they may join again

Direction: Success Guidelines

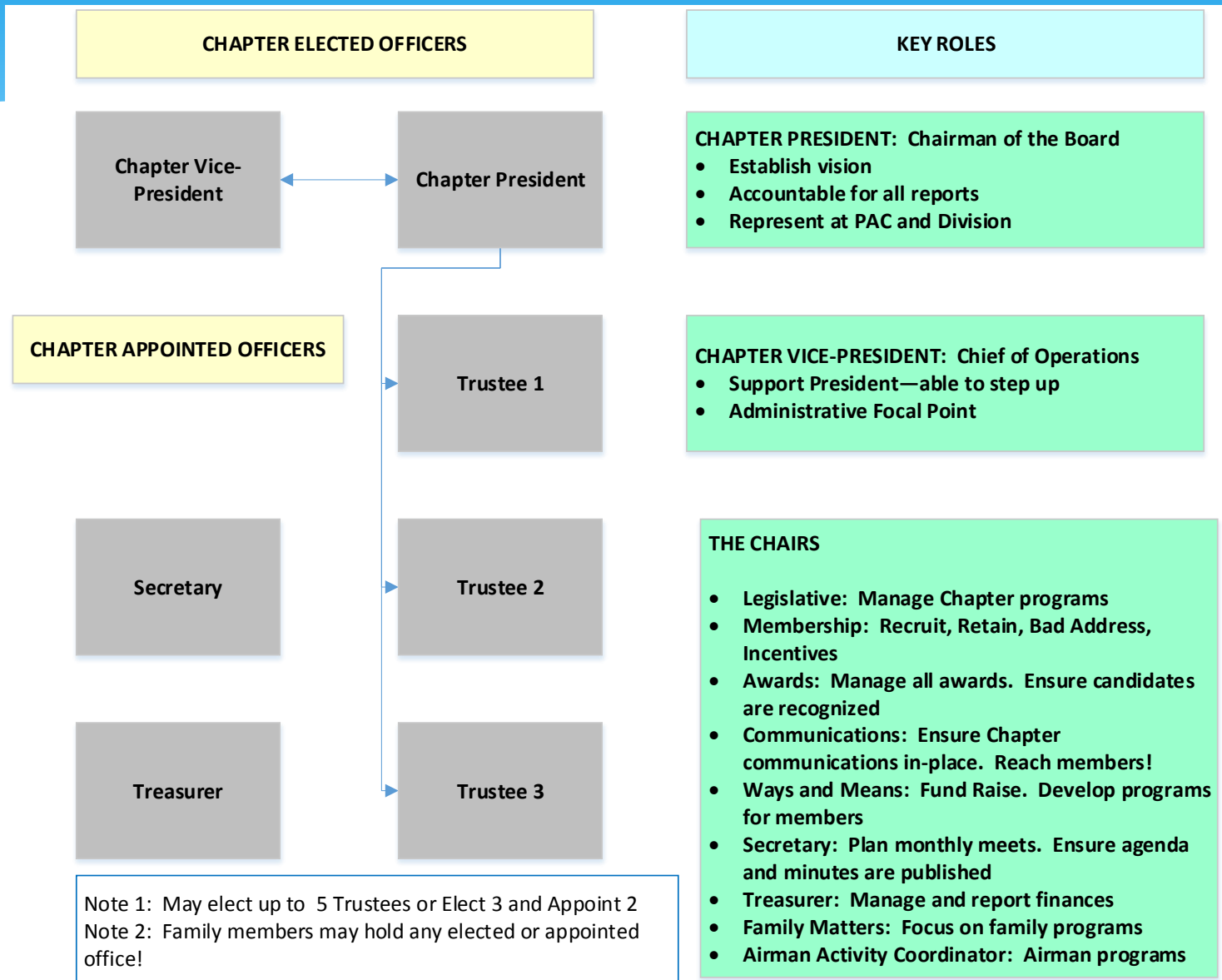
Communications

- * Reach each member during year
 - * Chapter news
 - * AFSA Happenings
 - * Legislative events—call to action
 - * AFSA Wins (Doc Fix ex.)
- * Use multiple sources
 - * E-Mail (Active Duty, ANG, AFRES)
 - * Facebook and Twitter
 - * Website
 - * Newsletter (Headline round up, AFSA E-news, Wash Report, Retired)
- * Link up with Retiree Affairs Office
- * Invite “AFSA” to visit
- * Work with other organizations
- * Skype your meetings?
- * Digital Magazine

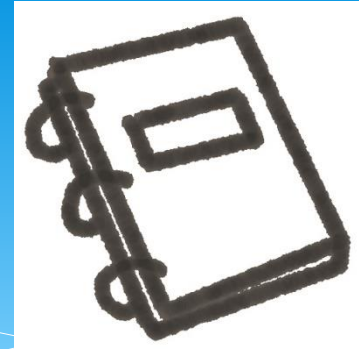
Fraternity

- * Create FUN Meetings
 - * Guest Speakers
 - * Food
 - * Giveaways
 - * Awards
 - * Quarterly??
- * Partner with Spouse groups (May 2015 is Family month)
- * Family members CAN hold office at Chapter level!
- * Focus on Family Value (Examples)
 - * Deployed spouse support
 - * Resiliency support
 - * VA visits
 - * Fun Runs
 - * Coupons
 - * Children Events
 - * Mom and Dad date night childcare
 - * Video game contests
 - * Adopt a highway
 - * Holiday events

Organization: Everyone Has a Role



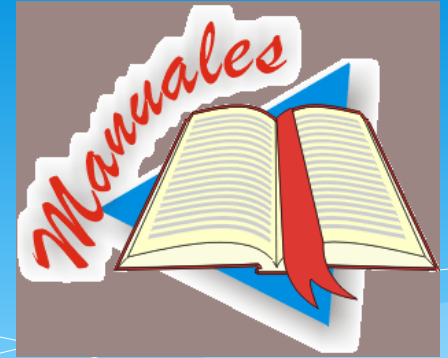
Effectiveness Keep the Chapter Operational



* Reports

- * Americanism and Financial (Quarterly to Division March, June, September, December) 30 days after ending date
- * IRS Form 990 (Group Filing Authorization): NLT 15 Jan each year
- * Chapter Budget: NLT 15 Jan each year
- * Chapter Audit: NLT 15 Feb each year
- * Directory of Officers (DOO): By 15 Jan or when changes occur

Effectiveness Know the Manuals



* Current AFSA Manuals

Document Title	Document Date
AFSAM 100-1, Bylaws	10/2014
AFSAM 100-2, Policies and Procedures	10/2014
AFSAM 100-3, Standards for All AFSA Officers	10/2014
AFSAM 100-4, Daily Operations and Requirements	10/2014
AFSAM 100-4(2), (changing to 100-5)	
AFSA Awards and Recognition Programs	4/2013

Effectiveness Keep the Chapter Operational



* Chapter Operations

- * Meet with Commander and Command Chief: Talk Chapter
 - * “Binnicker Rule”: Take one event off the Wing’s plate and do a first-class job!
 - * Talk “Military Coalition” first—then where AFSA fits
 - * Holds true for Chapters without an active duty base—what Air Force operations are in your area? (ANG, AFRES, etc.)
- * Conduct at least one quarterly meeting
 - * Guest speakers and “FUN” are key to success
 - * Allow all Chapter executives to have a speaking part
 - * Recognize volunteers constantly
 - * Invite “Community Partners” willing to provide support and dollars to Chapter
- * Know the rules: CAN use AF.MIL for meeting notifications and events. CAN NOT use for membership drives and fund-raisers
 - * Report access issues IMMEDIATELY to HQ AFSA
 - * Share the Sec Hagel and Gen Welsh letters
 - * Use AFI 36-2618 to your advantage
- * Have at least one event in planning. Don’t try to do too much and burn-out the membership!
 - * Joint Events: Team with local groups such as American Legion, VFW, AFA, EANGUS, Top 3, Base 5/6 etc.

Relevance: Putting it all together



- * Four Pillars: Must address them ALL. Miss one and you reduce your ability to excel
- * Organize for Success: Use your entire team. Divide and conquer
 - * Avoid STP: (Same Ten People)
 - * Submit reports and use the manuals!
- * Give Back
 - * Wing, Community, Family
 - * Sponsor and support events
 - * Give Air Force leadership a reason to care about AFSA
- * Reach out to AFSA, Division, etc. if you need help
 - * Know the rules that work in AFSA's favor!
 - * The only bad question is the one you don't ask!

Are you a D.O.E.R Chapter?

