

## GO Month Is Here!

Sally Reinholdt

*Closets 911*

[closets911@erols.com](mailto:closets911@erols.com)

Two non-profits have been selected for GO Month. They are Habitat for Humanity of Northern Virginia and the Tigerlily Foundation.

I think most of us are familiar with Habitat for Humanity. Their mission statement is "to build safe, decent and affordable homes for low income families in Northern Virginia". They can benefit from our help in assisting in the organization of the ReStores located at 262 Entre Court, Chantilly, VA 20151. The ReStore needs organization in the aisles as well as with materials, furniture and lighting fixtures. The goal is to give the ReStore a cleaner look for customers and donors. NAPO-WDC's project there will take place on Saturday, January 15 between 9:00 am and 5:00 pm. Habitat will have staff and volunteers to work with us. Because the Habitat ReStores obtain all their merchandise from donations and it is impossible to predict what will be donated, our work on January 15 will be dictated by whatever donations have come into the store. James



Snowden, the Chantilly ReStore manager, will have a worklist and volunteer assignments. The facility is heated and there are restrooms available as well as a breakroom with a refrigerator, microwave and water dispenser.

Tigerlily Foundation was started by Maimah Karmo, a young breast cancer survivor from West Africa. I first met her at a

business seminar last January. She was the keynote speaker and spoke about her experience with breast cancer.

The mission of the Tigerlily Foundation is to "educate, advocate for, empower and provide hands-on support to young women before, during and after breast cancer." Our role with the Tigerlily Foundation is to help organize the homes of the young women in treatment for breast cancer. Volunteers will be limited to two per TigerLily client so as not to cause too much disruption in their homes.

At this point, Tigerlily's budget does not allow for supplies but there is a possibility that funds could be available in January. TigerLily has one candidate for GO Month in Silver Spring. Maimah is working to determine her organizing needs. The organizers working with this candidate will be able to contact her directly to determine a mutually convenient time to work in her home.

If anyone is interested in helping Tigerlily clients after GO Month or if there are GO Month related questions, please email me at [closets911@erols.com](mailto:closets911@erols.com).



Additionally, if anyone who had a GO Month t-shirt last year is willing to donate it to the chapter for use this year, it would be greatly appreciated and would save the chapter the expense of getting all new t-shirts. Please bring any t-shirts you are willing to donate to the January chapter meeting and I will be happy to collect them.

### In This Issue

<i>GO Month</i>	1
<i>President's Message</i>	2
<i>BOD Nomination Info</i>	3
<i>Blog Spotlight</i>	4
<i>CPO Study Group</i>	5
<i>Website Report</i>	6
<i>Book Club Information</i>	7
<i>Board Responsibilities</i>	8-10
<i>Golden Circle</i>	11

### Chapter Mission:

To develop, lead and promote professional organizers and the organizing industry.

### This Issue

Board Duties and GO Month

**NAPO-WDC 2009-2010  
Board of Directors**

President

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571-482-8133

# 10 Reasons to Become Involved in NAPO-WDC



Janet Schiesl  
Basic Organization  
NAPO-WDC President  
[www.BasicOrganization.com](http://www.BasicOrganization.com)

It's that time of year again. I can't believe it! It seems that we have just started the chapter year and again, it's time to start the process of picking a new board of directors. As you know, this chapter is run exclusively by its members, who volunteer their time. We are only as strong and vibrant as the people who participate. Is it your time to step up and contribute?

I won't mislead you; holding a position on the NAPO-WDC Board of Directors does take time and effort, but, in my opinion it is time and effort well spent. Here's my short list of why you should consider running for a position on next year's Board of Directors.

**Protect your interests.** Is there something you love about this group? Do you want it to continue? As a board member, you will have unlimited ability to voice your opinion.

**Correct a problem.** Do you see something within the chapter that needs attention? Could you solve the problem and make the group stronger?

**Be sociable.** Get to know the entire chapter membership, make friends and exchange opinions. By participating in the leadership you will get to know everyone in the group and they will know you.

**Give back.** Repay the efforts of past NAPO-WDC boards. We have so many members who gave their time and talents in the past and who still participate in the chapter at a different level. Many have moved on to volunteering their time at the national level.

**Advance your career.** Build your resume by including your service as a member of the board of directors. It will add credibility to you and your business.

**Have some fun.** It isn't all work. Accomplishing goals as a team can be greatly rewarding. You will get to work with a great group of people, who have the same focus as yourself.

**Get educated.** Learn how the chapter works. Managing a committee or planning projects like GO Month or other activities can help you learn a new skill.

**Express yourself.** What are you good at? This is a great outlet for your unique gift. Do you have a talent for project management, number crunching, creativity or technology? This is your chance to share your skills with the rest of us.

**Earn recognition.** Would you like a little attention or validation? Have your contributions recognized and celebrated. We love to say thank you!

**Improve the chapter by helping out.** Set an example for others of what professionalism means to you. By participating at the highest level in the chapter you will have the chance to advance an already amazing group.

My last word on this subject is please do not make the mistake of sitting back and telling yourself that you'll wait and see. You will be passing up an opportunity that only comes once a year. Participating on the board can do so much for you and your business, so why wait!

# Step Right Up!



Judy Parkins  
Gently Organized  
Immediate Past President,  
Board of Directors  
[Judy@GentlyOrganized.com](mailto:Judy@GentlyOrganized.com)

It seems like just yesterday the new board was sworn in at the volunteer recognition dinner but it was last May! And now, it's time to make your nominations of some of our awesome members to serve on the NAPO-WDC Board of Directors.

Here is the schedule for the nomination process:

- December 12 – the nomination application is already posted in the Members Only section of our website.
- January 1 – All members will receive an email requesting nominations
- January 3 – January newsletter is posted with information about the board
- Feb 2 – February newsletter is posted with second announcement for nominations.
- February 7 – Leadership Forum will be held at the Chapter Meeting. Scott and Lauren have a fun forum planned.
- Feb 20 – Nomination deadline
- Feb 21 – Candidates will be announced by email.
- March 7 – You will have an opportunity to meet all the candidates at the Chapter meeting.
- March 21 – Last day to vote.
- March 22 – New Board of Directors will be announced by email.
- May 16 – New Board of Directors take office

We have an extensive description of the duties for each of the board positions in the Chapter Operations Manual which can be found in the Members Only section of our website as well as in this newsletter (page 8.) I thought it might be more entertaining to have a thumbnail about each of the positions to help you get your thought process going on whom to nominate.

Don't forget, we LOVE volunteers, so if you want to run for a position, *nominate yourself!* Step right up and show your leadership skills. You will gain personally, profes-

sionally, and you'll have fun doing it.

**President:** The president leads the board, runs the chapter meetings and takes care of problems (and we have very few thank goodness!)

**Vice President:** The vice-president assists the president with any special projects. The VP opens each meeting with an ice-breaker and has a prize at the end of the meeting.

**Secretary:** The secretary writes everything down so we know what we're doing.

**Treasurer:** The treasurer makes sure we don't spend more than we have!

**Program Director:** The program director finds all the great speakers for our meetings and plans all the programs.

**Marketing Director:** The marketing director tells the press and public about what we are doing through conventional and social media venues.

**Corporate Partner Director:** The corporate partner director recruits new corporate partners and is the liaison to our corporate partner members.

**Membership Director:** The membership director signs up new members, provides orientation, and is usually the first person they see at every meeting.

**Technology Director:** The technology director is awesome, maintains our website, helps all the other board members figure things out they don't know.

**Immediate Past President:** Handles the nominations process. This is the easiest position on the board and it's your reward for serving as president.

As your immediate past president, I highly recommend this position! Of course you have to first serve as President but why not? We have so much talent in this Chapter, I can't wait to see who will fill the 2011-2012 Board of Director's seats.

## NAPO-WDC 2009-2010 Committee Chairs

Golden Circle

Helen Montfort

[hsmontfort@mac.com](mailto:hsmontfort@mac.com)

301-320-8970

Newsletter

Lauri Mennel

[Lauri@BluebonnetPO.com](mailto:Lauri@BluebonnetPO.com)

703-336-9231

Nominating

Judy Parkins

[Judy@GentlyOrganized.com](mailto:Judy@GentlyOrganized.com)

703-548-1000

Mid-Atlantic Regional Conference

Judy Parkins

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703-548-1000

### Points of Contact

Book Club Coordinators

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GO Month

Sally Reinholdt

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703-845-1473

## September

- 13 Chapter Meeting:  
**What's In Your  
Client's Attic?**  
Rock Creek Mansion  
Bethesda, MD
- 21 Book Club North
- 23-25 NSGCD Fall  
Conference  
Austin, Texas

## October

- 2 MARCPO
- 4 Chapter Meeting:  
**Case Studies  
Round Table  
Discussions**  
Kena Shriners  
Fairfax, VA
- 20 Book Club South

## November

- 1 Chapter Meeting:  
**Strategic Partners:  
How to Recognize,  
Attract and Build  
Effective  
Relationships**  
Rock Creek Mansion  
Bethesda, MD
- 16 Book Club North

## December

- 6 Chapter Meeting:  
**Team Up: Organizing  
With Collaborative  
Partnerships**  
Kena Shriners  
Fairfax, VA

## January

- 3 Chapter Meeting:  
**Basic Feng Shui to  
Enhance Your  
Professional  
Organizing Practice**  
Rock Creek Mansion  
Bethesda, MD
- 11 Book Club North

(Continued on page 5)

# Can't Find What You're Looking For?

## Thoughts on Purse Clutter

*Editor's Note: This month's edition of the newsletter introduces a new feature highlighting a chapter members' blog post. If you have a blog post you'd like to submit, please email it to [Lauri Mennel](mailto:Lauri.Mennel).*



**Bev Hitchins**  
**ALIGN**  
[Bev@AlignYourLife.net](mailto:Bev@AlignYourLife.net)

**Frankly, I get annoyed whenever I look for my glasses case in my purse.** I know it's in there

somewhere, but I just can't put my fingers on it. Sometimes I have to pull out half the contents of my bag to find what I am looking for. You, too?

Well, then, it might be time to reassess! Is the purse you're carrying the right one for you? **Do you need to cart all that stuff in the first place?** Let's take a look:

- **Your Wallet or Billfold:** You need something to hold your money, so this is a must. Some choose to have a change purse as well.
- **Credit Card Holder:** If you don't carry your cards in your wallet or need something to hold the overflow, this seems essential, too.
- **Cell Phone, Blackberry, iPod:** Most people can't live without their electronic devices, so room for them is critical.
- **Cosmetics:** Here's where it can get tricky. It's not a good idea to throw your mascara, lipstick, lipgloss, powder or eye shadow into your purse willy-nilly. It's just too difficult to finger through to the bottom to find the right shade. Get a small cosmetic bag to hold what you need.
- **Pen and Paper:** A small notebook or pad for bright ideas that need to be remembered might be helpful.

- **Glasses:** Assess which glasses you need when away from home and leave the rest behind.

- **Keys:** Carry the bare minimum and consider carrying an extra set for those rare moments when you've locked your keys in the house or car.

**What else?** Photos of your grandchildren, throat lozenges, nail files, Kleenex, prescription medicine, the book you are reading, you name it, we carry it. Be judicious! We can live without most of this stuff much of the time.

**My advice: Empty your entire purse at the end of each week.** Only the essentials go back in. Find a home for the items you won't be carrying but want to keep. Throw everything else away. Lighten your load on a regular basis. No one, especially you, needs purse clutter!



# CPO Study Group

(Continued from page 4)

## February

7 Chapter Meeting:  
**Capturing Your Share of the Booming Senior Marketplace**  
Kena Shriners  
Fairfax, VA

16 Book Club South

## March

7 Chapter Meeting:  
**Business Model Round Table Discussions**  
Rock Creek Mansion  
Bethesda, MD

22 Book Club North

## April

4 Chapter Meeting:  
**Referral Fees Panel Discussion**  
Kena Shriners  
Fairfax, VA

6-9 NAPO National Conference  
San Diego

20 Book Club South

## May

2 Chapter Meeting:  
**Favorite Organizing Products**  
Rock Creek Mansion  
Bethesda, MD

17 Book Club North

## June

6 Chapter Meeting:  
**Membership Appreciation and Awards Dinner**  
Location: TBD

15 Book Club South

**No chapter meetings in July or August.**

Are you considering sitting for the Certified Professional Organizer exam in June 2011? If so, you may be interesting in joining the NAPO-WDC Chapter CPO Study Group.

To participate you must agree to read one or more of the Board of Certified Professional Organizer's (BCPO's) suggested reference books, take notes on the book and present the highlights of the books to the others in the CPO Study Group.

Please contact the group leader, Cris Sgrott-Wheedleton, to receive your book assignment(s). She can be reached at [Cris@OrganizingManiacs.com](mailto:Cris@OrganizingManiacs.com) or 703-969-8407. The group meets:

1<sup>st</sup> Wednesday of every month through June 2011  
7:00 pm—8:30 pm  
Panera Bread off the Green Way  
43670 Greenway Corporate Drive  
Ashburn, VA 20147

Questions about sitting for the CPO examination, can be directed to Heather Coccozza, PMP, CPO® [hcoccozza@coccozzaorgdesign.com](mailto:hcoccozza@coccozzaorgdesign.com) or 703-276-1243 ext. 2.



## Become a Certified Professional Organizer® (CPO®)

Check out the official [CPO® website](#) to find eligibility requirements, answers to commonly asked questions and other details to help you decide if you are ready to sit for future CPO® examinations.

### Benefits of Certification

- Recognition of achievement within the industry.
- Competitive market advantage.
- Professional development and increased knowledge gained through preparation for the BCPO examination.
- Listing on the BCPO web site.
- Authority to use the CPO® designation on letterhead, business cards and all marketing materials.

## Newsletter Information

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Mindy Jeppesen  
Alisa Levy

### Advertising

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### **Newsletter Topic Schedule**

Sept Welcome Back  
Oct Disaster Preparedness  
Nov MARCPO Recap  
Dec Clutter Free Gift Giving and Holiday Organizing  
Jan Board Duties and GO Month  
Feb Board Nomination Bios  
Mar Social Media  
Apr Spring Cleaning and Feng Shui  
May What's New and My Favorite Things  
Jun NAPO 2011

The deadline for each newsletter submission is one week after each chapter meeting.

*(Continued on page 7)*

# Website Report



Nealey Levi  
*On Track*  
NAPO-WDC Director of Communication & Technology  
[liveontrack@gmail.com](mailto:liveontrack@gmail.com)

Date	Unique Visitors	Number of Visits	Pages	Pages/Visit
11/10	289	453	1713	3.78
11/09	781	1548	4118	2.66

### **TECH TIP – A Good Flow**

Just like with anything else, your website should have a good flow. Your users should be able to navigate their way around with ease and locate all useful information effortlessly. Here are some tips that will help you achieve this. Enjoy!

- Navigation buttons should be above the fold and easy to read. For extra clarity, put your navigation buttons at the bottom of your web pages as well.
- Include a search function on every page so that users can look for something according to keywords.
- Contact information should be visible and on every page of your website.
- Keep it simple. No need for tons of colors, fonts, text sizes, etc.
- Content should be straightforward, useful and in short paragraphs. Remember, users want valuable information quickly.
- Be organized! Use one web page per category of information (i.e. one page for services, one page for tips, etc.)

## NAPO-WDC Enhanced Website Listings

Sign-Up for an enhanced listing on the *Find an Organizer* section of NAPO-WDC's website to make your business **stand out**. Enhanced listings include your photo, special color background to display your information and headings in a bold, red font.

A current enhanced listing user says: *"The enhanced listing has made a huge difference to my business. The clients who decide to contact me are a better match for my business because of the additional information provided in the listing. For me, the enhanced listing is a bargain compared to more costly marketing and advertising campaigns."*

Enhanced listings are \$50. Sign up in the membership renewal process by selecting the "Upgrade my listing for \$50" box in the "Upgrade to an Enhanced Listing" section.

# Book Clubs

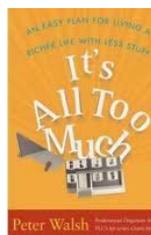
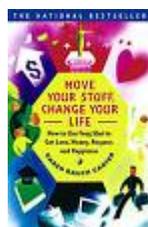
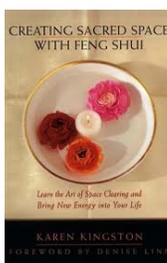
## Book Club North

Coordinator: Lynn Meltzer  
*Clutter and Paperworks*

When: Tuesday, January 11  
7pm

Where: Home of Lynn Meltzer  
10131 Ashburton Lane  
Bethesda, MD 20817

Book: This month is reader's choice of any book pertaining to Feng Shui. Lots of them out there including:



Veteran "organizational consultant," TV show host and author Walsh has more ideas in his latest book on clutter management than the spare closet has junk, and, even better, it's organized, in-depth and entirely user-friendly. Join the conversation as Book Club South gets back to the basics!

## Book Club South

Coordinator: C. Lee Cawley  
*Simplify You*

When: Wednesday, February 16  
7pm

Where: Whole Foods  
Clarendon, VA

Book: *"It's All Too Much"*  
by Peter Walsh

(Continued from page 6)

The NAPO-WDC Chapter is committed to providing information through the newsletter. Contributions from members are encouraged. All articles are subject to editing. Please include your full name, business name, email address and photo for possible publication.

If you would like to advertise in this newsletter, please contact Lauri Mennel, [Lauri@BluebonnetPO.com](mailto:Lauri@BluebonnetPO.com). NAPO-WDC makes no endorsement of products or services advertised.

Advertising sizes and rates:

Small (3 1/2 x 2")	\$30
Medium (3 1/2 x 4")	\$50
Large (7 x 4")	\$100

25% discount for members

25% discount for repeat ads (three or more consecutive months)

All ads must be pre-paid. Rates subject to change at anytime.

Take part in this great opportunity to get to know other members and to share your knowledge. The **NAPO-WDC Book Clubs** meet every month (alternating locations) and choose their own books.

All chapter members are welcome to attend. The clubs read organizing books or books related to business. We discuss the aspects of each book and how the book relates to our work as organizers and small business owners.

Please check the chapter newsletter for future dates for both the North and South Book Club. RSVP to Lynn Meltzer at [arnielynn@verizon.net](mailto:arnielynn@verizon.net) or 301-530-3551 for directions to the **Book Club North** meetings. C. Lee Cawley is the contact for the **Back to Basics Book Club South** meetings.

## Board Meetings

Board meetings are scheduled immediately preceding each chapter meeting. Board meetings are open to all chapter members. To ensure enough space at the location of an upcoming board meeting, non-board members who wish to attend should contact Chapter President Janet Schiesl one week prior to the meeting.

**NAPO-WDC  
Corporate Partners**

**Premium Partners**

123Junk.com  
[www.123junk.com](http://www.123junk.com)

**Standard Partners**

Closet Factory Washington DC  
[www.closetfactory.com](http://www.closetfactory.com)

College Hunks Hauling Junk  
[www.1800junkusa.com](http://www.1800junkusa.com)

Eco-Nize Closets  
[www.eco-nize.com](http://www.eco-nize.com)

Junk in the Trunk  
[www.JITT.com](http://www.JITT.com)

The Photo Editor  
[Beth Whiteley](http://Beth.Whiteley)

ReSale Solutions  
[www.resale-solutions.biz](http://www.resale-solutions.biz)

Shelf Genie  
[www.shelfgenie.com](http://www.shelfgenie.com)

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# New Year's Resolution: Be A Leader!

As you are making your New Year's resolution consider becoming a leader in the organizing industry. How can you do this? Run for a position on the NAPO-WDC Board of Directors.

Nominations will be accepted from January 1, 2011 to February 20, 2011. Nomination applications are available in the Members-Only section of the NAPO-WDC website, or you may request a nomination application from the Nomination Committee Chair, [Judy Parkins](#). Below are the general board responsibilities, responsibilities of each position, and at the end of the article, eligibility for nominations.

## Chapter Board of Director Responsibilities

Understand Chapter Bylaws, Chapter Operations Manual, Chapter Policies and Procedures, and Anti-Trust laws

Maintain the fiscal well being of the organization

Be familiar with operations and requirements of a non-profit Board of Directors

Ensure that you always act in the best interest of the association only. Avoid self-dealing and conflict-of-interest situations

## Chapter Board of Directors General Duties

Adopt programs to carry out Chapter's mission

Establish personal goals and objectives for your length of service

Prepare for each Board Meeting by carefully studying the agenda and supporting materials

Attend all Board and Chapter Meetings

Participate effectively in the Board Meeting by voicing opinions

Support Board actions publicly

Support Chapter activities with your presence

Fulfill any assignments as Committee Member, Board Liaison, or representative of the Chapter

Contribute informational and insightful articles to the Newsletter

Conduct yourself professionally in manner and appearance when representing the association

Perform such other duties as requested, delegated, and/or deemed necessary by the President

## Chapter Officers Responsibilities

### President

Preside over Chapter Board Meetings, Executive Board Meetings, and the Annual Board Retreat

Preside over Chapter Membership Meetings

Monitor overall workings and activities of the Chapter

Motivate and support members in their respective positions

Oversee activities of special task forces

Serve as liaison to the National Association and Chapter Presidents

Serve as Chapter representative to other organizations and to the general public

Serve as ex-officio member of all committees

Participate in Chapter events

Attend National Conference and serve as the primary representative of our Chapter

Resolve member complaints

### Vice President

Act in place of the President in his/her absence

Attend Executive Board Meetings

Oversee special projects

Maintain the "Client Referral" voice mailbox and oversee client referrals

Submit articles related to this position, such as the client referral process, to the Newsletter

*(Continued on page 9)*

(Continued from page 8)

**Treasurer**

- Chair the finance committee, if it exists
- Responsible for the funds and finances of the Chapter
- Prepare and forward to NAPO all financial reports as required by NAPO
- Perform duties as may be prescribed in the Chapter Policies and Procedures Manual
- Perform other duties as requested and/or delegated by the Chapter president
- Perform monthly reconciliation of the bank accounts to the Chapter's books which will be submitted to and reviewed with the Chapter Board of Directors on a monthly basis
- Handle accounts payable and receivable
- Review and process reimbursement requests, maintaining a system to document approved disbursements
- Maintain Chapter bank account and serve as Chapter liaison to the bank
- Prepare quarterly financial reports which will be presented to the Chapter membership at least quarterly
- Prepare a budget with assistance of Chapter officers and submit a proposed budget to the Chapter Board of Directors for approval and implementation before October 1
- Collect and account for Chapter dues and meeting fees
- Review contracts and/or agreements
- Monitor expenditures to maintain a financial balance, which maintains an appropriate reserve for the Chapter to sustain its activities
- Retain and maintain financial records in accordance with retention schedules and forward to the incoming Treasurer

**Secretary**

- Record, prepare, disseminate and maintain minutes at General Board of Director (BOD) Meetings, Executive Board Meetings, Chapter Membership Meetings and the Board Retreat
- Distribute Board Meeting Minutes to Board Members at least one week before Board Meeting
- Distribute updated Board rosters to NAPO

**National**

- Submit Chapter Meeting Reviews to Newsletter
- Submit copies of Board Agenda and meeting minutes to the shared web directory
- Oversee maintenance of Chapter Bylaws
- Oversee record keeping procedures, Chapter operational documents and files for current year
- Maintain stationery supply
- Maintain inventory of Chapter's official supplies and materials
- Maintain Chapter historical (archive) records and operations documents
- Send Chapter Monthly, Board of Director (BOD) and Board Retreat Minutes to NAPO on a quarterly basis.
- Oversight responsibility of the following committees: Lending Library, Bylaws Task Force, Ethics Task Force, Book Club, Grievance Task Force, Historian and Appreciation and Awards Dinner

**Chapter Directors' Responsibilities**

**Director of Professional Development/Programs**

- Find and reserve Chapter Meeting locations
- Maintain program calendar in the appropriate venues
- Procure and communicate with speakers
- Schedule and facilitate program portion of Chapter Meetings
- Create, distribute and review program evaluation forms
- Oversee Chapter Annual Conference
- Develop ongoing educational programs in addition to Chapter Meetings
- Oversight responsibility of the following committees: Certification Committee, Education Committee, Programs Committee, and Annual Conference Committee

**NAPO-WDC Chapter Membership Dues**

Regular chapter membership requires membership in NAPO National (*see below*).

Regular chapter member (local)	\$165
Regular chapter member (non-local)	\$120
New member one-time processing fee	\$ 25
Corporate Partner Standard:	\$275
Corporate Partner Premium :	\$450
CP one-time processing fee	\$50

Membership year is from October 1 through September 30. NAPO-WDC Chapter membership information and application visit [www.napowdc.com](http://www.napowdc.com) or contact the Membership Director Jackie Kelley at [membership@dcorganizers.org](mailto:membership@dcorganizers.org). Corporate Partner info, contact Susan Perez at [corppartners@dcorganizers.org](mailto:corppartners@dcorganizers.org).

**NAPO National Annual Member Dues**

Industry Member—Provisional	\$200
Industry Member — Level 1 (w/o employees)	\$230
Industry Member — Level 2 (w/employees)	\$280
Corporate Associate	\$615
One-time processing fee	\$ 25

Send NAPO National dues to:  
NAPO

15000 Commerce Parkway  
Suite C  
Mount Laurel, NJ 08054  
Tel: 856-380-6828 Fax:  
856-439-0525

Visit the website to download a membership application.

(Continued on page 10)

## Membership News

### Welcome New Member!

Diana Dick  
Washington, DC  
[dhdma@aol.com](mailto:dhdma@aol.com)

There are currently 100 members and eight Corporate Partners in NAPO-WDC. There were 45 members (regular and CP) at our December 2010 chapter meeting and we hosted four guests.

### Membership Directory

Detailed information about members can be found on our chapter website, [www.napowdc.com](http://www.napowdc.com), in the **Members Only** section.

### Changes and Corrections

Once you join or renew your chapter membership, you can update your own information at any time. Go to [www.napowdc.com](http://www.napowdc.com). From the "About Us" menu, select "Members Only Pages." Enter your NAPO National membership number and your unique password. Click "My Account" and make changes.

*(Continued from page 9)*

### Director of Communications and Technology

Establish a plan of action, time line, and budget to initiate and operate the website

Establish a format and regular features

Coordinate design and content changes with the Board

Set and meet deadlines for website changes

Serve as a liaison between the Chapter and website management contractors

Recruit members for the Website Committee

Secure and expand links

Monitor and keep a current list of all website administrative accounts (Verisign, Domain Names, Web Host, Web Master and Database)

Submit all/any website related invoices to the Treasurer

Prepare, edit and post Chapter Newsletter

Oversee duties related to electronic communication

Oversight responsibility of the following committees: Website Committee and Newsletter Committee

### Director of Membership

Serve as the liaison to the Chapter membership

Respond to inquiries via phone and email

Oversee new member activities, including orientation and brunches

Oversee registration table at Chapter Membership Meetings

Submit membership information to the Newsletter

Serve as the primary contact for prospective members

Maintain the "Membership" voice mailbox

Oversee the membership application process

Oversee the membership renewal process

Oversee production and distribution of the Membership Packet/Operating Manual and Aspiring Member Packet

Prepare member name badges

Oversee production and distribution of the Membership Directory

Submit a copy of the end-of-year Membership Directory to the shared web directory

Update on-line membership application prior to annual renewals and as needed

Update membership information on website including contact information on Join Our Chapter page

Check voicemail box on a weekly basis for calls related to membership

Participate in NAPO Membership Director teleconferences

Process add/drop lists received monthly from NAPO

Oversee Buddy Program

Oversight responsibility of the following committees: Mentor Program, Golden Circle Committee, and Hospitality Committee

### Director of Corporate Partner

Serve as liaison between the Chapter Board and the Corporate Partners of the Chapter

Recruit Corporate Partners

Process Corporate Partner applications

Maintain content of Corporate Partner website pages

Coordinate with Annual Conference Marketplace Chair

### Director of Marketing

Confirm we are listed in DC, MD, and VA Verizon Yellow Pages

Seek out opportunities to increase public awareness of NAPO and the organizing professional

Act as the liaison between media and the Membership. Connect Chapter Members with members of the media for the purposes of articles or TV spots

Post Chapter calendar of events to [www.napo.net](http://www.napo.net)

Maintain a Press Packet

Maintain the "Media" voice mailbox

Maintain an updated media list

*(Continued on page 11)*

# Golden Circle News



Helen Montfort  
*Making Space for Life, LLC*  
NAPO-WDC Golden  
Circle Liaison  
[hsmontfort@mac.com](mailto:hsmontfort@mac.com)

## Golden Circle Gatherings

Our next meeting is a potluck at Helen's home in Bethesda on Sunday, January 23, 2011 at 4:00 pm.

## Ask the Expert Table

At the beginning of each chapter meeting, an "Ask the Expert" table is hosted by Golden Circle members. This gives new folks an opportunity to ask questions of more seasoned organizers and for GC members to give back to the organizing community.

## Golden Circle

Golden Circle originated in 1990 as a way to recognize our veteran members with a special designation for their dedication to the organizing profession and to NAPO. There are more than 600 members throughout the country and 48 in our area.

If you've been in business as an organizer for at least five years and a NAPO member for at least one year, you may qualify for GC membership. To apply, go to the Members Only section of [NAPO.net](http://NAPO.net) and click on Golden Circle.

There are no membership fees or dues and new members receive a GC certificate and a gold membership pin. The GC logo can be used on your marketing collateral and you are designated in the national and local NAPO membership directories, and websites, as a Golden Circle member.

GC members attend many outstanding events at the NAPO national conferences including luncheons, special lectures and roundtable discussion groups as well as attend local get togethers.



*(Continued from page 10)*

Oversight responsibility of the following committees: GO Month Committee, Public Relations Committee, Special Events Task Force, and Products Committee

### Eligibility for Nomination

Members nominated for the Chapter Board of Directors must have agreed to serve if elected and must be current on their dues obligations to the Chapter and NAPO

Any regular Member is qualified, except in the case of the offices of the President and Vice President

Nominees for the office of president shall have been members of the Chapter for at least one (1) year prior to the election meeting

Nominees for the office of vice president

shall have been members of the Chapter for at least six (6) months prior to the election meeting

Any Corporate Partner is qualified to be a Director, but shall not be entitled to be an officer (e.g., President, Vice President, Secretary and Treasurer)

## NAPO in the Neighborhood Meetings

### Rockville Pike

January 24  
LaMadeline—Rockville Pike  
Contact: Wendy Glover  
[wendy@minordetailz.com](mailto:wendy@minordetailz.com)  
301-906-2125

### Route 66

January 25  
Whole Foods—Vienna  
7:00—9:00 pm  
Contact: Terri Fischer  
[fischer.terri@gmail.com](mailto:fischer.terri@gmail.com)  
703-638-5995

### Route 7

January 5  
Panera Bread—Off the Greenway in Ashburn  
7:00—8:30 pm  
Contact: Cris Sgrott-Wheedleton  
[Cris@organizingmaniacs.com](mailto:Cris@organizingmaniacs.com)  
703-969-8407

## PR Corner

On December 20, Alisa Levy of *Embrace Your Space* and Mindy Jeppesen of *Rejuvenation Organization* presented a Time Management Class under the auspices of the NAPO Quantum Leap® Program. The class was held at the Silver Spring Wellness and Recovery Center which provides resources and socialization for adults who have mental health concerns.

*Have you given a presentation to a community or professional group? Been featured in a news article? Interviewed on a radio or television show? Don't forget to send the details to the [news-letter editor](#) so we can all bask in your glow!*