

KAPPA KAPPA PSI

Simple Instructions for Setting Chapter Goals

- **Goal Setting is the process of determining where you want the chapter to improve and developing strategies for how to make those improvements happen.**
- **This should be done as a chapter**, not by just the president or the officers – everyone needs to be involved in this. When this is done, you'll have a plan for the year that has a list of things to accomplish that should help with your biggest goals.
- **Chapter officers should take the goals set by the chapter and apply them in their officer goals and the projects they plan.** This plan is worth nothing if the chapter never looks at it again once it is completed.

Creating a Chapter Plan

Step One: Discuss and decide upon two or three *Long-Term Goals*.

These goals should be broad, like "Better Musicianship," "Higher Quality of Membership," or "Bigger role in the Band Program." Make these the most important areas you feel the chapter needs to improve upon.

Step Two: For each *Long-Term Goal*, make two or three *Mid-Range Goals*.

These goals should still be somewhat broad, but should be more-specific ways of accomplishing the *Long-Term Goals*. To do this, ask for each *Long-Term Goal*, "What do we need to do to accomplish this goal?" For example, if the *Long-Term Goal* is "Better Musicianship," your *Mid-Range Goals* might be "More Performances by the Chapter" and "More Music Appreciation Events."

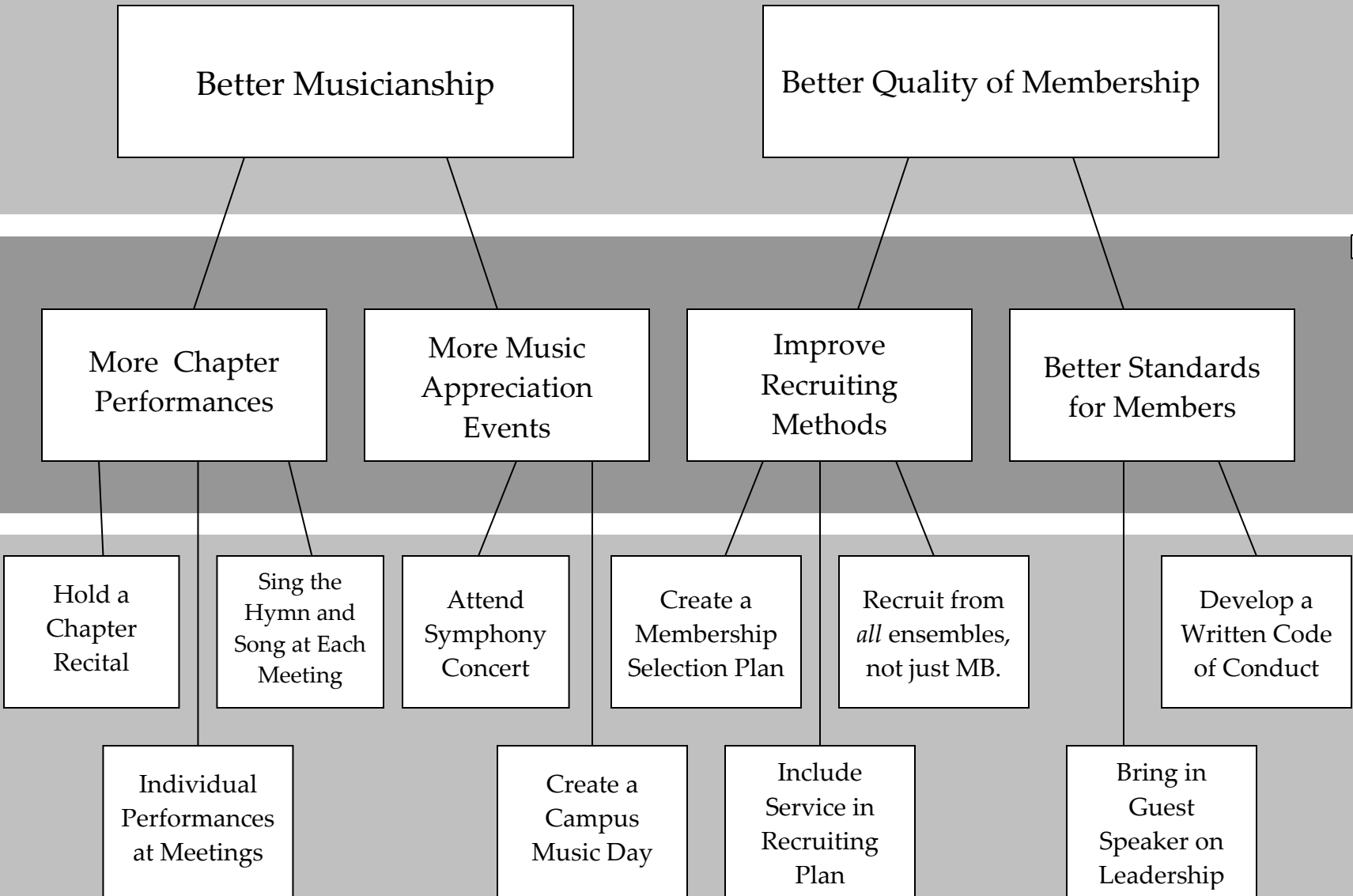
Step Three: For each *Mid-Range Goal*, create two or three *Short-Term Goals*.

Unlike the previous goals, these should be very specific – the kind of goals that you can say, "we accomplished this" or "we didn't accomplish this." These are the specific things you're going to do this year. For example, if "More Performances by the Chapter" is a *Mid-Range Goal*, then "Hold a Chapter Recital this year" and "Sing the Hymn after Every Meeting" might be the *Short-Range Goals* that come from it. At the end of the year, you'll know if you did these or not. **Note:** For each *Short-Term Goal*, make sure to note what officer, committee, or other member will be responsible for overseeing that goal or project. This helps to make sure that they all get done.

Step Four: After completing all three levels, approve the plan as a chapter.

Feel free to take more than one meeting to do this all. Often times chapters will complete Step One at one meeting, then Step Two at the next, the Step Three at a third meeting – just to make sure people stay focused. You can arrange it however you want. When the plan is complete, the chapter should vote to approve it and make it the official plan. Then carry it out!

Sample Chapter Goals



Each year, you will need to revise the plan to make new *Short-Range Goals*. As you do so, start from the top and ask if the *Long-Range Goals* are still your top priorities – if the priorities have changed, replace them and fill in the *Mid-Range and Short-Range Goals*.