

CHAPTER YEARBOOKS AND DIRECTORIES

Most chapters publish annual membership directories or yearbooks that include lists of local, state, regional, and national officers with their addresses and phone numbers, as well as detailed member contact information (work, church, and home phone numbers). Be sure to indicate the area code of your membership so that those from other areas can use the information. Formats range from pocket size to large, bound booklets. They may be duplicated inexpensively or professionally typeset. Whatever the format, the yearbook should include a statement that identifies your chapter as part of a national organization.

To offset production costs, many chapters solicit advertisements from commercial firms, reproduce members' professional cards, or publicize concert series in their yearbook.

A yearbook might also include the following:

- a summary of the year's program events
- members' membership categories (regular, special, partner, student, dual, chapter friend)
- members' position descriptions (organist, choir director)
- chapter committee personnel
- list of substitutes (and compensation guidelines)
- compensation guidelines for your area
- list of past deans
- blank space for adding new member information
- a list of local, state, and regional officials
- a list of national officers
- a description of the Guild
- Guild purposes (see Section I)
- AGO Code of Ethics and Code of Professional Standards (see Section I)

Print enough copies to distribute to your members, new members throughout the year, advertisers, district convener, regional councillor, regional education coordinator, regional professional development coordinator, and National Headquarters.

Keep your yearbook up to date by regularly printing new member information and corrections in your chapter newsletter.