



**Leadership Conference
Fall 2024 Meeting
Tuesday, September 23, 2024
San Antonio, TX**

TIME	AGENDA ITEM	DISCUSSION LEADER
1:00 p.m.	Welcome and Introductions Antitrust Statement Introductions & First Timer Recognition	Kim Peyton
1:10 p.m.	New Member Registration Procedure This presentation will cover the new procedure for COPAS member registration, including a brief demonstration of the online registration form. Program Level: Basic Advance Preparation: None Prerequisites: None Delivery Method: Group Live Field of Study: Business Management & Organization CPE Hours: 1 Learning Objectives: 1. Describe the process for members to register/renew on the COPAS website 2. Recall how society membership chairs will receive registration lists and payments	Vanessa Galindo
2:00 p.m.	Local Society Bylaws: What They Should Contain and Suggested Changes to Align with COPAS Program Level: Basic Advance Preparation: None Prerequisites: Some familiarity with your society's bylaws Delivery Method: Group Live Field of Study: Business Management & Organization CPE Hours: 1 Learning Objectives: 1. Describe the basics of bylaws and their purpose 2. Recall how to align society bylaws with COPAS bylaws 3. Discuss specific areas to consider for alignment with COPAS and modernization	Wade Hopper

**** Bring a copy of your Bylaws**



2:50 p.m.

Break

3:10 p.m.

Parliamentary Procedure: Robert's Rules of Order

Wade Hopper

Program Level: Basic
Advance Preparation: None
Prerequisites: None
Delivery Method: Group Live
Field of Study: Business Management & Organization
CPE Hours: 1

Learning Objectives – By the end of this presentation you will be able to:

1. Discuss Robert's Rules of Order
2. Organize and lead a meeting
3. Recall common meeting issues such as voting procedures and quorum

4:00 p.m.

Rapid Fire to Take Back to Your Local Society for the New Year

Kim Peyton/ Craig Buck

Program Level: Basic
Advance Preparation: None
Prerequisites: None
Delivery Method: Group Live
Field of Study: Business Management & Organization
CPE Hours: 1

Learning Objectives – By the end of this presentation you will be able to answer the following questions:

1. Where are we at with the goals of the Progression Panel and COPAS Board of Directors?
2. What does the COPAS Board of Directors do?
3. What topics do you want to discuss at upcoming Lunch and Learn sessions?
4. What are your society officers' duties and are they distributed fairly?

4:50 p.m.

New Business / Discussion

Kim Peyton

5:00 p.m.

Adjourn

Kim Peyton



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