

OCTOBER 2019

# starter guide

## NEW ANPA CHAPTERS



### ADDRESS

P O Box 80005  
Raleigh, NC 27623

### WEBSITE

[anpa.org](http://anpa.org)  
877-698-8620

### CONTACT

[secretariat@anpa.org](mailto:secretariat@anpa.org)  
FB: [anpanational](#)  
IG: [anpa.national](#)

# We Appreciate You!

On behalf of the Association of Nigerian Physicians in the Americas, thank you for your interest in helping ANPA growth and further serve in achieving our Vision of A Healthier Nigeria in a Healthier World! We hope that this starter guide will jump start your chapter by giving you suggested ideas and a framework for early success. We encourage each chapter to craft their foundation that is tailored to the needs of your starting and potential members and your community. If we can be of any assistance to you and your chapter, please contact us. Best wishes for future successes & welcome to the ANPA family!

# ABOUT ANPA

## THE ASSOCIATION OF NIGERIAN PHYSICIANS IN THE AMERICAS

was incorporated in 1995 for educational, scientific and charitable purposes as a tax-exempt, 501(c)(3), non-profit organization. ANPA represents the professional interests of 4,000 plus physicians, dentists and allied health professionals of Nigerian birth, ethnicity or empathy in the United States, Canada and the Caribbean providing a platform for medical, scientific and social dialogue on issues of health within North America, the Caribbean, and Africa, pertinent to persons of descent from the Nigerian Diaspora.

**"A HEALTHIER  
NIGERIA IN A  
HEALTHIER  
WORLD"**

## ANPA'S MISSION

§ To foster personal and professional growth of its members through educational opportunities that offer CMEs (continuing medical education credits)

§ To promote altruism, professionalism and scholarship among its members

§ To identify and stimulate interest in all matters affecting the health of Nigerians and provide the forum for advocacy efforts on evolving health issues

§ To encourage the development of practical solutions to Nigerian health care problems through strategic initiative and field activities inside Nigeria

§ To seek collaborative research opportunities in the international medical community and contribute to improved health care in the Americas, Nigeria and worldwide

**"THE MISSION IS  
GREATER THAN ANY  
ONE OF US CAN DO  
ALONE"**



# ANPA'S ACCOMPLISHMENTS



Through our training initiatives, advisory roles, and active Engagement with health workers and institutions, we help to develop critical skills and infrastructure needed to run an effective health service in Nigeria and other countries



ANPA was the first organization to provide internet connection to a number of major Nigerian Universities



We have a continuous dialogue with African leaders and officials in charge of Health Care, such as the President of Nigeria, the Minister of Health and other senior government officials to offer policy recommendation to the Government on healthcare issues



We participate in the National Summit on Africa, Grantmaker Conference and other meetings, to educate participants such as U.S. policymakers, US businesses and other organizations on the health system and needs in Nigeria



We collaborate and partner with like-minded organizations providing specialized medical care in Nigeria, including other Nigerian born or trained physicians in Europe, Middle East and African countries outside Nigeria



# ESTABLISHING A NEW CHAPTER

The purpose of this guide is to assist and facilitate the creation and development of an ANPA Chapter including recruiting members, hosting an inaugural meeting, organizing local events and projects, etc. Before reading this document and creating a chapter, it is highly recommended that you ensure you have a full understanding of ANPA's vision, mission and goals. Much of this information is contained in our website, along with our Bylaws.

For specific questions, contact ANPA's national office.

**Step 1:** Reach out to ANPA's National Office or a member of the Executive Committee (ExCo). The ExCo will meet and discuss with you why a chapter in your area would be beneficial to ANPA. The ExCo will give the final approval to move forward with starting your chapter.

**Step 2:** Review the ANPA Bylaws for a full understanding of what is expected from chapter leaders and members, processes, officer elections and policies/procedures.

**Step 3:** Recruit members by obtaining contact information of Nigerian physicians in your area from the National Secretariat. You should also obtain additional names from the state licensing agency in the state in which the chapter is being formed. Furthermore, you can search for groups and pages on social networking websites that may contain Nigerian physician members; this method could be especially useful targeting new Nigerian doctors.

**Step 4:** Schedule your first meeting. Once you've set the date for the first meeting, be sure to use all of the gathered information in Step 3 to contact potential members via mail, email and/or social media and notify them of the meeting. Spread the word as best you can to increase potential attendance. Be sure to communicate that officer elections will take place.

Notify the ANPA National Office of your first meeting, if feasible, we will ensure a representative will attend for additional support.

# ESTABLISHING A NEW CHAPTER

**Step 5:** Host the inaugural meeting. Based on the time of day, be sure to have according refreshments. It is very important that you have a sign in sheet to collect information from the attendees (name, specialty, address, email address, phone number). Assign someone to be responsible for making sure everyone signs in and taking minutes. **This is your opportunity to get everyone as excited about ANPA as you are!** Explain ANPA's overall mission and goals. For those who remain interested, elect officers according to the bylaws. Begin to set short-term SMART goals for the chapter to include fundraising ideas. Adjourn with the setting of a date for the next meeting. Advise everyone to bring their dues to the next meeting, if they are not ready to pay at this first one, so that the chapter will have seed money to help fund initial projects.

Send a copy of your sign-in sheet and minutes to the National Secretariat.

**Step 6:** Schedule first executive committee meeting. The newly elected officers should meet to review items discussed in the first meeting and begin preparing a budget for the execution of the recommended ideas. Plan ahead to determine how much money your chapter will need and how you will go about earning the money. Be able to review this at the next meeting to encourage people to pay their membership dues.

**Step 7:** Open a bank account. The newly elected treasurer should open a bank account for the chapter. Typically, this requires ANPA's 501c3 IRS Designation Letter, minutes from the first meeting, copy of the bylaws and/or Articles of Incorporation. These items can be obtained from the National Secretariat. Contact your chosen bank first to see all that is required, then contact the National Secretariat. This will ensure you have everything you need when you make the trip to the bank. Please note that ANPA's preferred bank is Bank of America.

**Step 8:** Communicate with members. Be sure to stay in touch with all members and/or potential members providing continuous updates. You can do this via email, Facebook, twitter or whatever form of communication you feel works best for your chapter members.

# TIPS FOR SUSTAINING MOMENTUM

**Create committees for various activities so there is not too much burden on one person (or the same people)**

**Keep new members active by staying in communication with them & assigning them tasks to take on**

**Send reminders of meeting and activities**

**Hold social events to build camaraderie**

**Publicize what you do in local news/newspapers**

**Provide door prizes at some of the meetings**

**Send “we missed you” emails to those not in attendance**

**Make sure everyone feels included**

**Give recognition to members for their personal successes**

# FUNDRAISING IDEAS

50/50 Raffle – sell tickets to a raffle with 50% of the proceeds from ticket sales supporting ANPA and the other half goes to the winner; alternatively have a prize donated by a local vendor for the winner and retain 100% of proceeds

Mystery Box Raffle – put together a themed (i.e., spa, sports, etc.) mystery box of goods and sell tickets. The winner takes all.

Restaurant Raffle – Team up with a local restaurant and offer a dinner for two for the winner of the raffle.

Charity Run/Walk – host a charity run or walk in your community and solicit donations for participation

Networking Event – hold a breakfast, lunch or dinner and invite members, sponsors and local businesses for an opportunity to network selling individual plates/seats

Community BBQ – grill and sell hotdogs and hamburgers for charity in a high-traffic, visible location

Game Night – host a game night with different fun games like Trivia or Twister and sell tickets to play each game

Golf Tournament – host a fundraising golf tournament raising money through golfer fees, donations and sponsorships from local businesses

Casino Night – setup a casino night where participants can donate for chips then use the chips to play various games like poker and blackjack

Wine Tasting – host a wine tasting event and auction off wine related items; reach out to local wine vendors for the wine donations

Spin-a-thon – team up with a local gym or YMCA to host a spin-a-thon collecting admissions fees from participants

Themed Gift Baskets – put together themed gift baskets (i.e., grilling, sports, etc.) to auction off during a holiday or other special event

Gala – host a gala with good entertainment selling admission tickets

Give Up to Give Back - challenge members, family, colleagues and friends to give up a cup of Starbucks coffee or lunch at a fast food restaurant and donate what they would have spent to ANPA



Date & Time  
Place of Meeting



## Inaugural Meeting Agenda

### AGENDA

Agenda Item 1

**Welcome / Introductions**

Agenda Item 2

**Nigerian National Anthem  
US National Anthem**

Agenda Item 3

**ANPA National Mission  
Local Chapter Goals & Objectives**

Agenda Item 4

**Election of Officers**

Agenda Item 5

**Next Steps & Next Meeting**



## Inaugural Meeting Minutes

<b>Subject</b>	<b>Inaugural Meeting</b>	<b>Date</b>	
<b>Facilitator</b>		<b>Time</b>	
<b>Location</b>		<b>Scribe</b>	

Key Points Discussed		
No.	Topic	Highlights
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.			
2.			
3.			
4.			
5.			



## ANPA Inaugural Meeting Attendance Sheet

**Chapter:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_  
**Meeting Manager:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_  
**Meeting Time:** \_\_\_\_\_

	Name	Company	Phone	Email
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