

## CHAPTER GUIDELINE NO 2011-07-03

FOR: **ALL LOCAL AND REGIONAL CHAPTER PRESIDENTS**

FROM: THE OFFICE OF THE CONSERVATOR

DATE: July 28, 2011

SUBJECT: **INVITATIONS FOR SPEAKERSHIPS AND OTHER EVENTS REQUIRING THE PRESENCE OF PPSTA OFFICERS**

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Activities of the local and regional chapters of the Association are of great importance to us since these are instrumental to the continued viability of the entire organization. Further, these events provide a good avenue for the PPSTA to comprehensively relay to members all matters which must be brought to their attention such as plan programs, new policies, status reports of the National Office and the likes. It is for this reason that we always ensure PPSTA representation in the chapters' events. Hence, please invite us on any of the events that would require the presence of our Marketing and Customer Relations Representatives and especially when the event would help us generate more members in your chapter.

In order for us to efficiently prepare for an event, as much as possible, **the invitations must be forwarded to PPSTA at least ten (10) days before the intended date of the activity** with the following information:

1. Purpose
2. Inclusive date/s
3. Number of participants

This policy will allow us to plan on how to actively and effectively participate in the discussions or deliberations paving the way for a more productive and result-oriented event.

Subsequent guidelines shall be issued from time to time to establish or clarify existing rules, policies and processes.

For your information and guidance.



**JOHN A. APATAN**  
Conservator

Cc: Members of the Board of Trustees  
Members of the Management Committee