



Entrepreneurs'
Organization

Forum Chair 90 Day Plan

JUNE 2025

The 90-day plan to set yourself up for success as Forum Chair consists of:

Preparing (May) in the first 30 days (gathering information on Forum health, meeting with outgoing Chair and the Trifecta).

- Meet with the outgoing Forum Chair.
- Meet with Trifecta (Member Engagement and Membership Chair).
- Gather Forum information: Names, Facts & Figures.
- Identify/Understand Red Flags.

Review your Chapter's Forum Report: by accessing the Forum report, you can review the placement and training status of every member in your chapter. *Instructions are attached in the email.*

As you review your Chapter's Forum Report, answer the following:

Do I have members who:

- Require placement?
- Need training? If yes, are there enough untrained members (minimum of six) to schedule a Forum Training Program (FTP)?
- Are not participating in Forum? If members are voluntarily choosing to opt-out of Forum, please indicate that on your chapter's Forum report.
- Does the Forum Report represent the current Chapter Forum roster?

And how about moderators?

- Are the moderator names up to date for each Forum? (Including Spousal/Life Partner Forum?)
- Do you know when these Forums will change moderators and the names of the incoming moderators?
- How many of the moderators are trained?

Forum Policies & Procedures

After reviewing your chapter's current Forum policies and procedures, and meeting with the outgoing Forum Chair, you should discuss the following with your chapter's board and/or President:

- Available budget to support Forum workshops, Forum health, Forum Cup, and incentives in the chapter.
- How often new members are recruited.
- How quickly members are trained and placed in Forums.
- How members are placed within individual Forums. Is your Chapter using Collaborative placement?

Planning (June) in the next 30 days (establishing Moderator and Placement plans, planning a training schedule and budget); and

Make your plan:

- Goals
- Moderator plan
- Placement plan
- Schedule Forum Training
- Budget planning
- Forum Events
- Secure budget
- Schedule moderator meetings

Organizing (July) in the subsequent 30 days (scheduling Moderator meetings, scheduling training, setting up document sharing, and sharing your plans with other FCs).

- Schedule Forum (FTP) and Moderator (MTP) trainings using the online scheduling tool
- Set up document sharing app
- Get in touch with the Moderators
- Share the plan with regional FCs

Be ready for anything. There is no way to plan for crises, and they will occur. Managing a forum crisis can be one of the most challenging and rewarding situations a Forum Chair will face.