



# NAEMSP State Chapters Task Force Executive Summary March 3, 2021

The NAEMSP State Chapters Task Force's first meeting was held on February 18th by Zoom. Playback is available [here](#).

Eleven (11) of the 28 chartered chapters were represented (see end of document)

- Arizona
- California
- Indiana
- Maryland
- New Mexico
- North Carolina
- Ohio
- Pennsylvania
- Tennessee
- West Virginia
- Federal Armed Services Partners

## COMMON TOPICS

- Methods to build membership
- Establishing a web presence and communication tools for members ([Tennessee](#) has a prototype in the works)
  - Common Theme for opening page
  - A URL that includes NAEMSP i.e, NC-Chapter.naemsp.org, TN-Chapter.naemsp.org
  - Common sense best practice for postings.
  - Chapter flexibility to update their postings and add-ons i.e, Wordpress Multi-site - One Web Host with chapter (maybe committee) subsites and security controls for authorship rights
- Education of members within State - stand alone or in partnership with State EMS programs
- Membership Data
  - New NAEMSP data capabilities (coming in 2021)
    - Multi-Chapter membership (more than 1)
    - Online access to query and reporting (currently, the Online Membership Directory does not filter by Chapter)
  - Mailing lists and tools to do mass notification
- Establish a routine meeting schedule for the Taskforce
- Record sessions for those who can't attend and webspace to store the recordings

## ASSISTANCE FROM NAEMSP EXECUTIVE OFFICE

- **QUESTION** – What’s the process to update current info in the Chapters page?

**ANSWER** - Webpage changes can be emailed anytime to [info-NAEMSP@NAEMSP.org](mailto:info-NAEMSP@NAEMSP.org). Changes can *usually* be made within 24-36 hours.

- **QUESTION** - What options to schedule and use NAEMSP’s Zoom account

**ANSWER** – Email the [info mailbox](#) the specific date and time you wish your call to be scheduled. Set-up is *usually* within 24-36 hours.

- **QUESTION** - What is the maximum number of participants?

**ANSWER** – 300 for a meeting; 500 for a webinar

- **QUESTION** - Does NAEMSP have a Conference/Webinar version of Zoom?

**ANSWER** - Yes, Zoom Meetings (300 participants) or Zoom Webinars (500 participants) can be scheduled through NAEMSP’s account. Meetings are more interactive with the participants – like our task force call; webinars are more of a presentation, where there is a limited number of panelists whose speaking capabilities are enabled and screenshare can be toggled among panelists (hosts).

Both can be recorded for playback and are stored in NAEMSP’s Zoom account. Executive Office can provide the link following the meeting/webinar.

Primary differences between the two are:

- how participants enter the meeting/webinar – muted v microphone enabled, and video enabled v video off.
- whether the Chat function is used or Q&A

- **QUESTION** - What other technologies are available to Chapters and Committees?

**ANSWERS** -

- Polling/Voting (see below – Survey Monkey)
- [Doodle](#)
- Graphics Assistance – Chapter logos and letterhead are available from NAEMSP.
- Basecamp and add-ons – Email the [info mailbox](#) to set up a Basecamp for your chapter members. Once set up, Chapter representatives can invite participants to the site. Basecamp allows for document storage and sharing, and communication among participants.

**ADDITIONAL ANSWER** - Should you require periodic assistance for set-up of a **Survey Monkey** or a formal **Constant Contact** email blast to Chapter members or potential members, please email the [info mailbox](#).

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