



ASSOCIATION OF STATE FLOODPLAIN MANAGERS, INC.

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Tips from ASFPM PIO to make your time as co-chair a pleasant experience

Did you know “pod,” in reference to “pod facilitator,” is not an acronym for anything? So it is not spelled POD facilitator...no capitals, just pod facilitator. Also, Co-chair is one word and never has the second “c” capitalized.

It is very important that you like or follow one of ASFPM’s social media sites. People are asking questions and could use your expertise. Conversations are happening. Good and ill-informed comments pop up. This is another great way to fulfil ASFPM’s mission of educating. And people just love it when an ASFPM Board member or committee co-chair takes the time to explain something. And, you will get firsthand knowledge of critical floodplain and stormwater issues impacting communities. [Facebook](#) and/or [Twitter](#).

Did you know YOU have a Free Conference Call number, access code and PIN? Contact michele@floods.org to get your conference call information.

Did you know ASFPM now has ZOOM webinar software? Contact michele@floods.org if you’d like to try having a ZOOM webinar instead of a conference call.

Are you sending comments to the Federal Register, working on a white or discussion paper, or writing a letter to a congressional subcommittee chair? It’s a good idea to always have Michele look this over before submitting. One, since you are representing ASFPM, it’s nice to make sure it’s clean, readable copy without grammar or spelling errors, and that it looks like it came from ASFPM. Also, the PIO can post the document on your webpage, and share this committee information via our newsletters and social media sites. Contact or email michele@floods.org. Turnaround is same day.

ASFPM asks you to keep a contact list of your most reliable and active committee members. This list will grow and shrink over the years. But this is the small group you will bounce ideas off of for agenda items or discussion papers. They can help you craft comments in response to regulatory rules or really, REALLY bad legislation. And that is what you hand off to a new committee co-chair. Quite a gift, huh?

Please, PLEASE send out a committee conference call invitation through ASFPM at least ONCE per year. All of you should be doing this, but only a handful are. The reason it’s so important is that during membership renewal or for new ASFPM members, individuals select committees they wish to get involved with. That information is captured in our database. So if you never send an email through ASFPM, all of the people who wanted to get involved with your committee are completely ignored. Not the best way to grow your committee membership.

Process for sending an email to your committee members:

- ☐ Two weeks before the conference call, write up what you want your email to say, which should include an agenda, time and date of meeting, and a phone number or link so people can participate.
- ☐ Email it to the PIO at michele@floods.org.
- ☐ She emails it to your members via Constant Contact. The End. That’s it! And now you will have a wider range of engaged committee members.