



National Aging in Place

NAIPC

Council



National Aging in Place Council® Chapter Formation Package

Welcome!

Thank you for your interest in the National Aging In Place Council!
The purpose of this guide is to familiarize prospective chapter leaders with the process of forming new chapters.

Who We Are

Our Mission

The National Aging In Place Council® (NAIPC®) is a nonprofit association of service providers dedicated to working together to help people in their later years live a healthy and comfortable life in the home of their choice.

Our mission is to increase education and awareness of the Aging in Place movement by being the single most comprehensive resource for Aging in Place information.

NAIPC® works to achieve our mission by unifying otherwise disconnected resources dedicated to independent aging at home into a single powerful force:

- We connect those who provide services to aging Americans within a community.
- We connect aging Americans with the service providers in their community.
- We connect service providers with senior housing and local “Village” retirement communities.
- We connect local communities of service providers across the country, creating one national community.
- We connect the private and nonprofit sectors.
- We connect businesses with government.

Who We Are

NAIPC® Members

NAIPC® members include professionals who provide services to seniors that help them to age in place. Our members cover a very broad range of categories, including (but not limited to):

- Architects
- Adult Day Care Providers
- Assisted Living Providers
- Caregivers
- Credit Counselors
- Daily Money Managers
- Doctors
- Elder Law Attorneys
- Entertainment Providers
- Financial Advisors
- Geriatric Care Managers
- Gerontologists
- Healthcare Providers
- Home Modification Experts
- Home Improvement Professionals
- Reverse Mortgage Professionals
- Senior Housing Managers
- Social Workers
- Technology Experts
- Transportation Providers

Who We Are

NAIPC® Membership Requirements

NAIPC® members maintain the utmost integrity and professionalism in their interactions with clients. Members are the elite providers in their communities. They are not only experts in their fields, but, with the support of NAIPC® National, they become experts in the full spectrum of Aging in Place services. They are dedicated to advancing and supporting the NAIPC® mission day in and day out.

Members are required to sign the NAIPC® “Code of Conduct” prior to obtaining membership. Additionally, members are required to complete a criminal background check every three years.

Our strong vetting process provides a sense of security to otherwise skeptical seniors and helps to set NAIPC® members apart from other senior service providers.

Who We Are

NAIPC® Membership Requirements

NAIPC® Code of Conduct

Members of the NAIPC® are mindful that their success depends upon honor and integrity. To this end, NAIPC® members are bound by the following Code of Conduct.

1. Every member is committed to treating all clients, their families and friends with respect and dignity.
2. Every member is committed to conducting themselves with the utmost honesty and integrity in his or her community.
3. Every member will take appropriate measures to maintain competence in their profession.
4. Every member will protect a client's privacy and confidentiality.
5. Every member promises that any product sold will be consistent with the needs of the client.
6. If alternative options are available, a member will present all available options they offer that fit the needs of the consumer, as articulated by that consumer.
7. Every member will only suggest a third party company they know and trust.
8. Every member will take responsibility to report any suspected abuse or violations of the Code of Conduct of NAIPC® members to the National Aging in Place Council®.
9. Every member will make a good-faith effort to resolve concerns received from individuals regarding any service or product.
10. Every member will encourage clients to talk to family or other trusted advisers before deciding on purchasing a product or service.

What We Do

NAIPC® National—Providing Support

NAIPC® National provides support to NAIPC® members to help them become Aging in Place experts. We do this by:

- Providing communications to members on Aging in Place updates, issues and news.
- Hosting an Annual Meeting comprised of sessions led by industry experts from a broad range of Aging in Place professions.
- Hosting members-only educational webinars.

NAIPC® National provides support to chapters to assist them with their local initiatives.

- Managing chapter finances and membership records, allowing chapter members to focus on outreach as opposed to logistics and administration.
- Creating educational resources for seniors for chapters to use locally.
- Providing relevant research and data of respective geographic areas to assist chapters with targeting the issues unique to the seniors in their communities.
- Linking chapters with local universities, senior housing facilities and Villages.

What We Do

NAIPC® Local Chapters

(This content is now a guide found on [Bringing NAIPC to Your Community](#))

NAIPC® chapters are local senior support networks that connect service providers with seniors, their families and their caretakers. NAIPC® encourages members to work with one another at the local level so that they can better serve the communities they work and live in.

Chapters hold meetings monthly to learn about each other's businesses, discuss aging issues and trends and network, becoming experts in the full scope of Aging in Place services.

Chapter members also work extensively with local seniors, providing education and resources to seniors, increasing awareness of Aging in Place services available, and advocating and lobbying for the local senior community.

Forming a New Chapter

Recruiting Charter Members: Focused, Deliberate, Flexible

A chapter forms after 5-10 individuals in a geographic area have committed to serve as the charter members. Here are some suggestions on recruiting charter members:

- Reach out to your professional network.
- Recruit the “movers and shakers” from the aging sector in your community.
- Research other local organizations.
- Collaborate with other organizations without duplicating efforts. Remember, NAIPC® is more than just a networking group. The goal is to establish a chapter as the local experts on Aging in Place.
- Recruit members from a variety of different industries (see the list on slide 5).
- Hold an informational meeting at a local library or other free, public meeting space. Advertise the meeting in the local newspaper and/or on community bulletin boards.

Forming a New Chapter

Chapter Structure

Running a chapter is no small task. Establishing a strong executive board and various committees will ensure that tasks are appropriately distributed and delegated amongst the membership in a manageable manner.

Suggested leadership positions:

- **Chair:** plans monthly member meetings, oversees committees, holds regular chapter Executive Board Meetings, and participates in the monthly Council of Chapters conference call held by NAIPC® National.
- **Vice Chair:** assists the Chair with his/her responsibilities as delegated and succeeds the Chair in approximately 2-3 years, at which point a new Vice Chair will be designated.
- **Secretary:** takes meeting minutes at monthly member meetings, provides the National office with chapter updates, news and events for the purposes of keeping the chapter page on ageinplace.org up to date.
- **Treasurer:** manages the chapter's finances, manages the chapter budget and chapter funds, and submits reimbursement requests and vendor check requests to the NAIPC® National for chapter events or expenses.

Suggested committees:

- **Membership Committee:** recruits new members and tracks current membership.
- **Community Outreach Committee:** plans events at local senior centers.
- **Public Relations Committee:** manages chapter communications, including press releases, developing relationships with local media to increase awareness of Aging in Place and manages the @ageinplace.org email account to ensure that inquiries are directed to the appropriate representative.
- **Advocacy Committee:** works with local government and nonprofit agencies to develop various programs and/or legislation that promotes Aging in Place.

Forming a New Chapter

Membership Requirements

To set yourselves apart from the other senior groups in your community, establish strong requirements for membership. Suggestions include:

- Required participation at monthly member meetings.
- Required participation at senior outreach/volunteer events.
- Required participation on one of the chapter committees.

Chapters are not required to create their own bylaws, but are strongly encouraged to do so. Chapter structure and membership requirements can be outlined in the chapter bylaws. Upon request, NAIPC® will provide prospective chapter leaders with draft chapter bylaws which can be tailored as needed.

Forming a New Chapter

Formally Launching the Chapter

Once you have 5-10 committed charter members, those individuals should apply for NAIPC® National membership. Dues amounts are as follows:

- \$250/year for service providers from for-profit companies
- \$125/year for service providers from non-profits (tax exemption number is required)
- \$675/year for companies with at least 3 employees wishing to participate

Membership applications and instructions on how to apply are located on our website here:

<http://ageinplace.org/About-Us/Become-a-Member>

After all charter members have been approved for NAIPC® National membership, the chapter submits the completed “Chapter Contract” and “Chapter Formation Petition” (located at the end of this packet or on our website here: <http://ageinplace.org/About-Us/Bringing-NAIPC-to-Your-Community>) to the NAIPC® National office, which formally launches the chapter. The official name of the new chapter should be indicated on the “Chapter Formation Petition,” as well as the amount of local dues (as determined by the chapter charter members).

If leaders decide to charge chapter dues, all chapter charter members must submit a check payment for the chapter dues to NAIPC® National office along with the “Chapter Contract” and “Chapter Formation Petition.” Thereafter, members will receive one invoice annually for the total cost of national and chapter dues.

Forming a New Chapter

Formally Launching the Chapter

Upon submittal of the “Chapter Contract,” “Chapter Formation Petition,” and check payments for the chapter dues amount from all charter members, NAIPC® National will process the formation of the chapter:

- The new chapter will be listed on ageinplace.org.
- An @ageinplace.org email address will be established for the new chapter and log-in information will be provided to the chapter leader(s).
- The new chapter will be added to the NAIPC® membership application so that when new members apply, they will simply check off the box for that chapter and submit one payment for both national and chapter dues.
- NAIPC® will announce the formation of the chapter in the next NAIPC® Newsletter.
- The chapter leader will receive an invitation to participate in the monthly NAIP® Council of Chapters call, which occurs on the last Tuesday of every month at 3:00 PM EST.

Forming a New Chapter

Chapter Logistics

One of the benefits of building a local chapter through our national organization is that we have an Operations Department that is responsible for much of the chapter logistics. NAIPC® National is responsible for managing the taxes and accounting for all of the chapters, as well as processing membership applications and managing membership reports.

Each month, the chapter leader will receive a report listing all active members for their chapter, including dates of membership renewal for all members.

Chapter finances are also managed entirely by the National office. We process all chapter dues payments and chapter income and each month, we provide a report to the treasurer of the chapter account (current balance, income received, expenses paid, etc.).

To use money from the chapter account to cover chapter expenses, chapters have a few different options, including: covering expenses out of pocket and requesting reimbursement or submitting a request for NAIPC® to pay a vendor directly.

Upon chapter formation, NAIPC® will provide new chapters with all forms and instructions for managing chapter finances.

For More Information...

We hope this information has been helpful!
For further information on the chapter
formation process or questions about
NAIPC®, please contact:

NAIPC®

(202) 939-1796

NAIPC@ageinplace.org