



ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY®

301 RHODE ISLAND AVENUE, NW | SUITE 2204 | WASHINGTON, DC 20001
202.238.5910 | ASALH.ORG

Dear Branch Member,

We are pleased to let you know that ASALH is working with a consultant to create a Branch Procedural Manual. The Manual will provide the information you need to engage with and successfully operate your branch. This is an important step we acknowledge is well overdue. We ask for your participation to make the Manual as useful as possible.

The objectives of the Manual are to:

1. Establish clear and supportive communication with Branches;
2. Set expectations for branches;
3. Simplify the administrative load for branches;
4. Answer who, what, where, when and how questions; and
5. Provide a reference that members can consult when looking for information.

Given these objectives, we invite your critical input with answers to 10 questions. The questions are provided below. Your answers will be used to support the manual and respondents will not be identified to anyone other than the consultant.

The questions have been created in a webform as this is an effective way to compile and analyze your responses, without the need for manual data entry. We encourage you to use the webform. However, for your convenience, we have included a [downloadable PDF file](#).

You can [upload documents](#), below, that you may want to share with the consultant.

Please respond on or before **April 4**. You have the option to provide contact information in the event the consultant needs clarification or additional input based on your responses.

ASALH is working with Margo Vickers as the consultant. Margo is a former association management executive and university administrator. She worked for 10 years with SHRM, the largest HR membership association in the world, with hundreds of chapters. She also worked for 20 years with Howard University as a financial executive. Emails from Margo will be sent from confidentialresponse@asalh.org. Please direct any questions regarding the survey to the Vice President for Membership, Ida Jones, at vpformembership2022@asalh.org.

Sincerely,

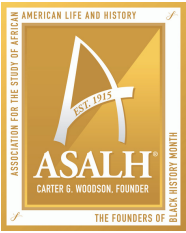
W. Marvin Dulaney, President

Ida B. Jones, Vice President for Membership

Zende Clark, Chair, Governance Committee

ASALH MISSION

To promote, research, preserve, interpret and disseminate information about Black life, history and culture to the global community.



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1. What information would make the ASALH Branch Procedural Manual most useful? *

2. For Branch Officers, what part of your duties do you find most difficult? Enter Not applicable, if you are not a branch officer. *

3. How can the most difficult part of your Branch Officer's duties be made less difficult? Enter Not applicable, if you are not a branch officer. *

4. Specific to membership growth, what is your biggest challenge? *

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5. Is your branch able to comply with the ASALH requirements established for branches? *

YES

NO

DON'T KNOW

6. What would help your branch to more easily comply with the ASALH requirements for branches? *

7. Are there any specific ASALH process(es) for branches that you recommend changing and why? *

8. What specific new process(es) do you believe could help branches function better? *

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9. In what specific areas can ASALH better support the branches? *

10. Please provide any additional comments on opportunities to strengthen the branches? *

For potential follow-up, please complete the
following optional information:

Branch Name: _____

Branch Position: _____

Your Name: _____

Phone: _____

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