



# TOPS® Is People Helping People

TAKE OFF POUNDS SENSIBLY

## I. Getting Started

- A. Select meeting place (public-access facilities recommended)
- B. Minimum of four interested people
- C. Accurate scale (balance type or digital – capable of weighing at least 350 pounds)
- D. Office supplies (binder to organize weight charts and records, journal for Treasurer to keep track of accounts, book for minutes, etc.)

## II. Chapter Officers—Duties

- A. Leader
  1. Presides at meetings
  2. Appoints Weight Recorder, program chairman, hosts, chapter reporter, and others as needed
  3. Serves as chapter liaison with Field Staff and TOPS Headquarters
  4. Ensures that the chapter follows TOPS guidelines
- B. Secretary
  1. Records the minutes of each meeting
  2. Carries on necessary correspondence required by the Leader
  3. Submits to Coordinator a copy of chapter bylaws that supplement official rules
- C. Treasurer
  1. In charge of all chapter receipts and disbursements
  2. Reports on the chapter's financial status during chapter meetings
  3. Forwards all memberships, award orders, and maintenance fees to Coordinator
- D. Weight Recorder
  1. Follows all current rules that apply to weight records
  2. Accurately records individual member weigh-ins on official weight charts
  3. Completes and submits the charts to the Coordinator on the designated date
  4. Maintains duplicate copies of weight records for chapter purposes

## III. Chapter Meeting Agenda

- A. Weigh-in
- B. Leader calls meeting to order
- C. Roll call is taken – each member responds with a loss or gain and goals met since the last meeting
- D. New members and visitors are introduced
- E. A professionally prepared TOPS program is presented
- F. Weight Recorder reports on number of members weighing in, total losses, total gains, and net loss/gain
- G. Awards are presented to weekly/monthly/quarterly best loser, contest winners, new and alumni KOPS (Keep Off Pounds Sensibly)
- H. Meeting adjourns with a thought for the week, pledge, or fellowship circle

## IV. TOPS® Club, Inc. Provides

- A. Leader and Weight Recorder guide books
- B. Lifestyle guide book, *The Choice is Mine*
- C. Chapter Programs
- D. All forms necessary to run meetings