

AUGUST 2014 - TOPS Norfolk and Bristol Counties
Gail Lewis - Area Captain

Hey Everyone.....Stay cool in the heat of August - some basic Heat Safety information is included in this newsletter. Have a great month.

QUOTE FOR THE MONTH

A day without laughter is a day wasted!!

ELECTION OF NEW OFFICIERS

All chapters, by this time, should have their newly elected officers in place starting no later than the first week of August. CONGRATULATIONS NEWLY ELECTED OFFICERS!!!! Please be sure you sent in your Officers sheet to Rosie. If you have not sent this in and need a form, it is attached for your convenience. If you are no longer the leader of your chapter and you are receiving this, please let me know who your new leader is and an email address. If the new leader does not have an email address, let me know that as well - I can send a hard copy in the mail.

CHAPTER ACTIVE/INACTIVE LIST

On the TOPS Website, leaders and designates have access to active and inactive members. I was looking at the list today and found there are several people I know are still attending meetings that are on the inactive list. Take a look at your chapter and make sure your members are up to date. If you can't get your chapter list, let me know and I'll send it to you. Thanks for checking this out!!!!

TOPS WEB site:

Make sure you visit the Massachusetts WEB site - www.MATOPS.com - lots of great things posted out there. The recap and pictures *have been* posted so check them out. They will make you smile. Thank You Dave Lavigne!!!!

CHAPTER MANUAL

All leaders should have received a copy of the new Chapter Manual AND a coupon for an additional free Manual. Take a look at it because it's really a nice book. Bring it to your chapter so your members can take a look at it as well. This is the first time that I remember that members can buy one if

they want one....and they are only \$2. Offer them to your members and encourage them to take a look. Your second chapter manual should be given to your weight recorder - there is a lot of very good information there for them.

TOPS WALKING CHALLENGE OF ONE MILLION MILES

You will see an update in your next TOPS news as to the total miles that were walked. Thank you to everyone that participated - and to those who did not, maybe next time. Let me just say we went WAY OVER the million miles. Congratulations to everyone.

FALL RALLY

Fall Rally this year will be Saturday, October 18th at the Westford Regency. MA 397 Dracut will be your host chapter - Beverly Sullivan is your chairperson. What fun this will be with the theme, "LET'S GET PHYSICAL". Plan now. If you have not received your chapter packet, you can go on the MA TOPS WEB site and download from there. Let me know if you need help with that. The deadline is in September. PLAN NOW!!!!

CHAPTER NEWS

Very quiet out there this month - hopefully you're all waiting until the fall to send me something.....hint hint.....

Anyone have anything to share for September? Email me and I'll include in my next newsletter.

WALK ON THE CANAL

Barbara P and I have planned another walk on the canal - this time it's in September so please make it a point to come. It's a time you can give to yourself and enjoy the company of other TOPS members. Here's the scoop.....

Sunday, September 7, 2014 - 10 AM at the Cape Cod Canal - Sagamore Side - join us at the parking area at 10 AM and we'll head towards the bridge this year. We will supply water for you there. Hope to see you there.

INFORMATION

In conjunction with the elections, I will highlight one officer each month and include a brief description of the office. This is all in your new Chapter Manual.....

THE LEADER

A good Leader determines the wishes of the majority and disregards any conflicting personal preference while supporting the members on their journey to good health. The Leader carries through the wishes of the majority while adhering to the rules and philosophies of TOPS Club Inc.

1. Basic Leader responsibilities include:
 - a. Preside at all regular or special meetings of the chapter and at all meetings of the Executive Committee
 - b. Appoint a Weight Recorder and, if needed, an Assistant Weight Recorder.
 - c. Help and support members as they Take Off Pounds Sensibly.
 - d. Help new and renewing members fill out application before bringing to Treasurer for payment. Leader gives member last copy after weight is added. Keep third copy for chapter.
2. The Leader refers to the TOPS Rules, the Chapter Manual and chapter bylaws for answers to questions. Encourage all other officers and members to do likewise.
3. The Leader serves as liaison with Area Captain, Coordinator and TOPS Club Inc. Headquarters; informs the chapter of the contents of correspondence from all three and forwards forms, records and information relative to chapter activities as required.
4. Encourage use of the TOPS lifestyle guide, Real Life: The Hands-on Pounds-Off Guide, provided by Headquarters to help each other develop sensible eating habits and learn more about healthy lifestyles.
5. Encourage contests to include all members whenever possible. Competition should be fun and promote increased activity, healthy eating, participation and consistency. Use TOPS Awards as incentives.
6. Share responsibility by appointing members to these offices. Members are more likely to stay focused and engaged when they feel included and needed in the group. (a few appointed officers are listed below).
 - a. New Member Coach: This person provides essential mentoring for each new member for the first few weeks. Chapters should have as many coaches as needed.
 - b. Program Leader: A Program Leader presents, or arranges for

other members to present, an interesting program at every chapter meeting. Good programs help sustain interest throughout the week and encourage regular attendance at meetings. Many tips and ideas appear throughout this manual. Check the index for easy reference.

- c. Photographer
 - d. Publicity Chair
 - e. Welcome Committee: Welcome new members and include them in the group. A committee person should spend a few extra minutes, individually, with a new member to answer questions. A note or phone call between meetings is important. This committee could also maintain a guest book for visitors to sign and leave their phone number, email or street address if the guest desires follow-up contact.
 - f. Awards Chair
 - g. Ceremonies Chair
 - h. Contest Chair
 - i. Fund-Raising Chair
 - j. Member Contact: A "Contact Committee" is another way to communicate "We're here for you". Every month, they should contact members who haven't been to chapter and encourage them to return. Sometimes just that extra personal effort of reaching out to someone and letting him or her know they are missed and cared about is what they need to keep trying.
7. Give each new member, on day of joining, My Day Wone, TOPS Rules and new member packet that the chapter assembles. This should include officers' contact information and chapter bylaws.
 8. Encourage attending all special meetings held by Field Staff in the area throughout the year as well as the annual Recognition Days.

INSPIRATION

HEAT - A MAJOR KILLER

Safety Tips for Adults on HEAT

- ***Slow Down*** - Reduce, eliminate or reschedule strenuous activities until the coolest time of the day. Children, seniors and anyone with health problems should stay in the coolest available place, not necessarily indoors.
- ***Dress for summer*** - Wear lightweight, light-colored clothing to reflect heat and sunlight.
- ***Put less fuel on your inner fires.*** Foods, like meat and other proteins that increase metabolic heat productions also increase water loss.
- ***Drink plenty of water, non-alcoholic and decaffeinated fluids.*** Your body needs water to keep cool. Drink plenty of fluids even if you don't feel thirsty. Persons who have epilepsy or heart, kidney or liver disease, are on fluid restrictive diets or have a problem with fluid retention should consult a physician before increasing their consumption of fluids. Do not drink alcoholic beverages and limit caffeinated beverages.
- ***During excessive heat periods, spend more time in air-conditioned places.*** Air conditioning in homes and other buildings markedly reduces danger from the heat. If you cannot afford an air conditioner, go to the library, store or other location with air conditioning for part of the day.
- ***Don't get too much sun.*** Sunburn reduces your body's ability to dissipate heat.
- ***Don not take salt tablets unless specified by a physician.***

STAY C 😊😊 L *(like all TOPS people aren't cool).*

That's it for August - have a great month!!!

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