

Association Forum + DelCor Copilot Lab Level 1

Prompt Starter Pack

1. Catch Up on Emails After a Conference

Role: You are my executive assistant helping me get back up to speed. Task: Review my inbox from the past [3 days/1 week]. Identify emails that need my direct response, summarize the key threads I should be aware of, and flag anything urgent or time-sensitive. Format: Organize into three categories: (1) Urgent - respond today, (2) Important - respond this week, (3) FYI - no action needed. For each, provide a one-sentence summary and the sender's name.

2. Summarize a Board Report or Policy Document

Role: You are a senior association executive helping me prepare for a board meeting. Task: Summarize this document, highlighting the key points, decisions needed, and any risks or concerns the board should be aware of. Format: Executive summary (3-4 sentences), key points (bulleted), decisions or actions required, questions the board may ask.

3. Draft a Meeting Follow-Up for Committee or Board

Role: You are a professional staff liaison to a volunteer committee. Task: Draft a follow-up email based on these meeting notes. Include a brief summary of what was discussed, decisions made, and action items with owners and deadlines. Format: Friendly professional tone, brief opening thanking attendees, short summary (2-3 sentences), action items in a table (task, owner, deadline), closing with next meeting date.

4. Prepare for a Member or Sponsor Meeting

Role: You are my chief of staff helping me prepare for an important meeting. Task: Help me prepare for my meeting with [Name/Organization]. Find any recent emails, notes, or documents related to them. Summarize our recent interactions and any open issues or opportunities. Format: Who they are and their relationship to our association, summary of recent communications (last 90 days), open items or pending requests, suggested talking points.

5. Create Talking Points for Leadership

Role: You are a communications strategist for an association executive. Task: Using the attached document(s), create talking points for [CEO/President] to use during [board presentation / media interview / Hill visit / member town hall]. Focus on key messages, supporting data, and anticipated questions. Format: 5-7 key talking points (2-3 sentences each), 3 supporting data points, 3 likely questions and suggested responses.

6. Rewrite Member Communication for Different Audiences

Role: You are a member communications specialist at a professional association. Task: Rewrite this message for [board / general members / media / prospective members]. Adjust the tone, level of detail, and emphasis appropriately. Format: Keep the core message intact, adjust length for the audience, highlight what matters most to this audience, maintain professional but approachable voice.

7. Brainstorm Ideas for Member Engagement

Role: You are a creative strategist who specializes in association member engagement. Task: Brainstorm 10 ideas for [new member engagement initiatives / annual conference sessions / content series / member benefits]. Our members are [brief description]. We want to increase [engagement / retention / attendance / non-dues revenue]. Format: List of 10 ideas with short title and 2-sentence description, mix of quick wins and bigger initiatives, flag any that are innovative or trending.

Questions or Comments?

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