

Chapter of Excellence

Revised, to take effect for 2010-2011 IAAP Year

Audits for Chapter of Excellence submissions to June 2009 will be adjudicated on the criteria published in 2008.

*Note that beginning in July 2010, **chapters have two (2) mandatory requirements** - #7 relates to chapter budgets and ensuring members receive the information regularly; #15 states that chapters will hold at least one (1) member recruitment session during the year. Failure to achieve Criteria #7 and Criteria #15 – regardless of how many other criteria are met – will prevent the chapter from achieving the Chapter of Excellence designation.*

Revisions and clarifications to the original criteria are identified by bold/underlined text.

Revised Criteria as of July 1, 2010

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive banner year patch. Each year, the CoE award will also include either **a \$100 IAAP gift certificate** or \$150 credit toward subscription to the IAAP Web Community.

A Chapter of Excellence will attain a minimum of 14 of the following 19 criteria. **Criteria #7 and #15 shall be mandatory requirements.**

1. Sixty percent (60%) of the chapter meetings offer recertification points
2. At least one (1) member of the chapter obtains their CPS and/or CAP certification during the current IAAP fiscal year
3. **Download the Chapter of Excellence Commitment form; sign and date the form**
4. Publish at least six (6) newsletters/e-newsletters
5. Participate in the IAAP Web Community **by hosting chapter's web site on the IAAP Web Community.**
6. Publish annual meeting calendar with education and/or training topics **by October 1st** and establish marketing plan to encourage members to attend chapter, division and international meetings and events
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. **This criterion is a mandatory requirement.**
8. Maintain a full slate of officers (minimum four offices); maintain committee chairs for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chair listing to HQ by July 1 deadline
9. A minimum of four (4) officers and chairs of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event.
10. Send a delegate to the Division Annual Meeting and send a delegate or submit a proxy to the International Convention and Education Forum
11. At least one (1) member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program -
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80%.
15. Conduct at least one Member Recruitment Meeting. **This criterion is a mandatory requirement.**
16. Conduct new member orientation program
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase)
18. Sponsor a new IAAP Professional Chapter or Student Chapter
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey