

Criteria for 2010-2011 A-O Division Chapter of Excellence Program

POINT OF EXCELLENCE	#	CRITERIA – submitted to Board Contact by May 13, 2011
CERTIFICATION	1.	One check for each member who obtains the CPS and/or CAP rating in May or November 2010 OR who recertifies from July 2010 through April 2011.
	2.	One check for each certification review course taught or lead at chapter level.
COMMITMENT	3.	One check for its commitment to participate in the International Chapter of Excellence Program.
COMMUNICATION	4.	One check for participating in the IAAP Web Community.
	5.	One check for each newsletter or e-newsletter published and sent to board contact to post on A-O Web Community between July 2010 and April 2011.
	6.	One check for publishing chapter's calendar of meetings and topics by October 1, 2010.
EDUCATION & TRAINING	7.	One check for each seminar conducted.
	8.	One check for each chapter meeting offering recertification points.
	9.	One check for each member who attends the August 21 Education Forum in Oklahoma City, OK.
FISCAL RESPONSIBILITY	10.	One check for creating and maintaining a budget for the 2010-2011 year.
	11.	One check for submitting its 2009-2010 Annual Audit report.
	12.	One check for providing a monthly financial statement to membership.
	13.	One check for each effort to raise funds for the Retirement Trust Foundation, Research & Education Foundation, or Student Chapter Program (budgeted contribution, special fundraiser, solicitation of members for personal contributions, etc.)
LEADERSHIP DEVELOPMENT & ROLES	14.	One check for having a full slate of officers for the 2010-2011 year and submitting officer and committee chair listing to headquarters by July 1, 2010, deadline.
	15.	One check for having four chapter officers and four chairs (bylaws, certification, education/programs, and membership) participate in a 60-minute leadership/succession planning event offered at the August 21 Education Forum in OKC.
	16.	One check for each member that serves as an officer, committee chair, or committee member at the division or international level; or as an RTF Trustee.
	17.	One check for having chapter committee chair positions filled for bylaws, certification, education/programs, and membership.
MARKETING, RESEARCH & COMMUNITY OUTREACH	18.	One check for having a marketing plan that is reviewed annually.
PROGRAMS & PARTICIPATION	19.	One check for sending delegate or submitting a proxy to the 2010 International EFAM in Boston by deadline.
	20.	One check for submitting delegate's name or proxy for the 2011 A-O Division Annual Meeting by May 13, 2011.
	21.	One check for each APW event or executive event conducted.
	22.	One check for submitting an application for the Avery Chapter Achievement Award by the February 1, 2011, deadline.
	23.	One check for nominating one of its employer companies for the IAAP Award for Excellence.
RECRUITMENT & RETENTION	24.	One check for maintaining 15 members on the chapter roster.
	25.	One check for maintaining 80% member retention.
	26.	One check for achieving a net membership increase of at least 12% with a minimum of 3 new members.
	27.	One check for each membership recruitment meeting conducted.
	28.	One check for conducting at least one new member orientation.
	29.	One check for sponsoring a new IAAP chapter or student chapter
STRATEGIC PLANNING	30.	One check for having a strategic plan that is reviewed annually and is submitted to division president by December 31, 2010.
	31.	One check for conducting an annual member interest/satisfaction survey.
SPECIAL DIVISION CRITERIA	32.	Inviting division officers to attend a chapter meeting. 1 check for an open-ended, non-specific invitation to come to any chapter meeting at any time. 2 checks for an invitation to come install new chapter officers in June 2011. 3 checks for an invitation to a designated chapter meeting and the opportunity for 10 minutes on the agenda to discuss division activities. 4 checks for an invitation to present a program at a designated chapter meeting that qualifies for a recertification point.