

Piano Technicians Guild

Chapter Health Profile

This survey is designed to assess the overall status of every chapter, to identify areas of strengths and weaknesses, and to suggest good practices for all chapters.

Chapter name:

Chapter #:

PTG region:

of current chapter members:

RPTs:

Name of person submitting this profile:

Office held by person completing this profile:

Date profile completed if using a hardcopy:

Directions: Look at the items on the list below and check each activity that you think describes your chapter.

- Chapter meets at least three times a year
- Chapter has regularly scheduled and publicized meetings
- Chapter schedules one or more social/networking events for members during the year
- More than half of your chapter members attend one or more chapter meetings per year
- Chapter president ensures program, business and financial records are up-to-date and well organized
- Chapter has a designated program person
- Chapter members are regularly asked to contribute ideas for chapter programs
- Chapter offers a technical program at most meetings
- Chapter usually has the quorum needed to conduct chapter business
- Business meetings are well managed and an agenda is used to organize each meeting
- Chapter can or does hold electronic meetings
- Chapter can or does vote by alternate means outside of chapter meetings (email, phone, etc.)
- Financial records are regularly updated and treasury reports made at each meeting
- Chapter uses PTG's my.ptg.org chapter community for communication
- Chapter has a website
- Chapter charges annual dues
- Chapter has an annual budget
- Chapter has a bank account with a federally insured depository

- Chapter has an Employer Identification Number (EIN) and files all financial reports as required by local, state and federal agencies
- Chapter files the annual IRS Form 990-N (postcard) to maintain tax-exempt status
- Chapter elections are held annually, and new officers take office each year in April, May or June
- Chapter provides opportunities for leadership development (engaging members through committees, task groups, special events, etc.)
- Chapter officers are aware of the resources in the online Chapter Tool Kit
- New chapter officers are oriented to their positions and receive records and information from their predecessors
- Chapter has regularly scheduled board meetings
- Chapter has bylaws that are reviewed annually
- Chapter bylaws are consistent with current PTG Bylaws and Organizational Policies
- Chapter has active member recruitment (invites non-member techs to meetings, seminars, conference, open houses, etc.)
- Chapter regularly recognizes chapter volunteers for their contributions
- Chapter provides continuing education opportunities for members beyond regular meetings (workshops, seminars, etc.)
- Chapter offers or supports opportunities to take RPT exams
- Chapter provides group or individual mentoring for RPT candidates
- Chapter provides members with information on RPT exams offered outside of the chapter area
- Chapter promotes both PTG and RPT in local communities (booths, advertising, sponsorships, presentations, etc.)
- Chapter sends representation to PTG annual Council meeting
- Chapter nominates individuals for PTG annual awards
- Chapter members have served on committees or task groups beyond the chapter level
- Chapter members contribute to the *Piano Technicians Journal*

Other chapter activities not listed above (*write on back if more space needed*):

Please return your completed profile to:

Piano Technicians Guild, Kathy Maxwell, 4444 Forest Avenue, Kansas City, KS 66106 or kathy@ptg.org.