Piano Technicians Guild
Healthy Chapter Profile

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

- Membership includes 5 or more RPT's
- Chapter has bylaws that have been reviewed within the last twelve months
- Chapter bylaws are consistent with current PTG bylaws
- Chapter has a current copy of the chapter charter on file at the Home Office
- Chapter has two or more active committees composed of RPT's and Associate members
- Chapter meets at least three times a year
- Chapter has regularly scheduled and publicized meetings
- Chapter meets at two or more different sites during the year
- Chapter schedules one or more social/networking events for members during the year
- 50% or more chapter members attend at least one chapter meeting each year
- Chapter usually has the quorum needed to conduct chapter business
- Board meetings are regularly scheduled and an agenda is used to organize each meeting
- Chapter president ensures program, business and financial records are up-to-date and well organized
- Business meetings are well managed and an agenda is used to organize each meeting
- Financial records are regularly updated and reports made at each meeting on the chapter's financial condition
Chapter collects annual dues
Chapter has an annual budget
Chapter has regular methods for communicating with members (my.ptg.org community, newsletter, email, website, mail, etc.)
Chapter has a designated program chairman
Chapter has a designated membership chairman
Chapter members are regularly asked to contribute ideas for chapter programs
Chapter has active member recruitment activities (open house, contests, event booth, advertising activities, etc.)
Chapter has local continuing education opportunities for members (technicals, workshops, Associate seminars, etc.)
Chapter promotes continuing education opportunities at the state, regional and international level (annual PTG convention and training institute)
Chapter offers opportunities to take RPT exams
Chapter provides formal 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, etc.)
Chapter members participate in state and/or regional activities
☐ One or more chapter members attend a meeting or activity of another PTG chapter

☐ Chapter sends representation to PTG annual Council, Convention and/or Institute

☐ Chapter contributes proposals to Council

☐ Chapter nominates individuals for PTG annual awards

☐ Chapter nominates individuals for PTG Executive Board and RVP positions

☐ Chapter members have served on committees or task forces beyond the chapter level

☐ Chapter contributes to the Piano Technicians Guild Foundation (monetary, museum item, etc.)

☐ One or more chapter members contribute to the Piano Technicians Journal

☐ One or more chapter members serve as an instructor or facilitator for a PTG educational activity (state, regional, institute, etc.) outside of the chapter area

☐ Other chapter activities not listed above:

Please complete this information about your chapter:

| Chapter Name: ___________________________________________ Chapter #: __________ |
| Region: _________ Date profile completed: ___________________________ |
| # of current members: _______ # RPTs: ___________ # Associates: ___________ |
| Name of person submitting this profile: ________________________________ |
| Office held by person completing this profile: ___________________________ |
How to Use Your "Healthy Chapter Profile"

- Sit down with your chapter board of directors and look at each item you checked. These are successes for your chapter. Thank your members and leaders (both current and past) for their efforts.

- Next, look at the items that are not checked. Prioritize the items not checked. Choose two or three of the unchecked items to focus on for the next year. Pick items of the highest priority. Set some goals for the items you've chosen and develop a plan that will help you meet your goals. Ask your members for ideas. Identify specific activities that will help you meet these goals. Identify who will work on the goals and what help they will need.

- Meet at least once (halfway) through the year to make sure you are working towards your new goals.

- Do the "Healthy Chapter Profile" again after twelve months to see what progress you have made. Your goal is to make sure the same items are checked and then check additional items that you have accomplished.

- Keep chapter members informed about your progress and recognize any individuals who have contributed to your efforts.

Contact your Regional Vice President or PTG Member Services for ideas on how to meet your goals. Check out the Chapter Resources page in the Member Area of www.ptg.org for specific ideas that can help chapter leaders strengthen their members and chapters.

Piano Technicians Guild
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