

Chapter **Operations** Workshop

2015 Region II CRC

Presented by: Ibrahim M. Semhat, P. Eng, LEED AP
ASHRAE Region II ARC

Date: August 22, 2015

Leadership Attributes



Commitment

Positive Attitude

Curiosity

Vision

Open Minded

Empower

Enthusiasm

Acknowledge

Chapters Need Goals



- ✓ Make every chapter meeting a learning experience
- ✓ Grow the leadership skills of officers
- ✓ Attract the best graduates to HVAC&R
- ✓ Serve as an effective liaison between the chapter member and ASHRAE

How to Survive



- ✓ Early and thorough planning
- ✓ Effective use of committees
 - ✓ Assign clear duties with specific schedules, measure performance
- ✓ Conduct effective BOG meetings
- ✓ If you believe performance is important, so will your BOG and your members

Position Your Chapter for Success



- ✓ Develop a plan
 - ✓ What do you hope to achieve?
 - ✓ Will the chapter be stronger at the end of your year?
- ✓ Lead
- ✓ Manage

Position Your Chapter for Success



The most harmful action plan that a chapter president can follow is to try to do all the work

- ✓ Poor preparation for leaders that follow
- ✓ Poor participation by members
- ✓ Sets unrealistic expectations on future officers

ASHRAE chapters should work through delegation



- ✓ Gets more members involved and helps them grow through their ASHRAE experience
- ✓ Moves officers' jobs away from execution, towards planning, measuring and improving chapter operations

Chapter President



- ✓ **You** control your chapter's success
- ✓ **You** establish expectations
- ✓ **You** deliver return on your chapter member's investment in ASHRAE
- ✓ **You** are a volunteer, thank you on behalf of ASHRAE

The Chapter's Relationship to ASHRAE



- ASHRAE has 50,000 members
- 179 Chapters Worldwide
- 13 Regions, plus 1 Region-At-Large
- 12 Regions in North America, 1 in Asia
- Chapters communicate to ASHRAE through CRC and Members Council

Visit the ASHRAE Website



- The chapter's resource manual is the Manual for Chapter Operations
- Update and review PAOE points
- www.ashrae.org

Chapter Officers (**MCO Section 1**)



- Selecting Chapter Officers**
- President**
- President-Elect and Vice Presidents**
- Secretary**
- Treasurer**
- Board of Governors**
- Installation of Officers**

Selecting Chapter Officers



❑ Some factors to be considered when selecting officers are:

- ✓ Does the nominee meet the eligibility criteria for serving as a chapter officer?
- ✓ Does the nominee have the personal qualifications to meet the demands of the office for which he or she is being considered?
- ✓ Will the nominee have support from his or her employer? Will the employer approve of the time and expense involved? Will the employer allow access to other support, such as use of administrative resources?
- ✓ Does the nominee have a good record of attendance at chapter meetings, and has he or she demonstrated willingness to accept chapter responsibilities through committee work?

Selecting Chapter Officers



❑ Some factors to be considered when selecting officers are:

- ✓ Are prospective officers and committee members prequalified for the duties of the offices?
- ✓ If the chapter has a regular order of progression through the chairs, each person nominated for the initial position must be evaluated on the basis that he or she is being selected for a future position.
- ✓ Will the nominee be able to attend the Chapters Regional Conferences (CRCs)?
- ✓ Will the nominee display leadership, for example by contributing to ASHRAE Research/Resource Promotion at or above the Honor Roll level?

President



❑ The President's responsibilities typically include:

- ✓ Overseeing the conduct and supervision of all activities of the chapter during his or her term of office.
- ✓ Presiding at all meetings of the chapter and of the chapter's Board of Governors (BOG).
- ✓ Developing a calendar of events for the chapter operating year.
- ✓ Attending the CRC.
- ✓ Chairing CRC preparation committee by:
 - ✓ Developing motions
 - ✓ Preparing the chapter CRC report
 - ✓ Proposing region and Society officer candidates and award recommendations
- ✓ Leading the chapter's strategic planning.
- ✓ Disseminating information from region and Society to the chapter.
- ✓ Preparing meeting agendas, assuring that all meetings start and end on time, and accomplishing scheduled events.
- ✓ Delegating and coordinating duties for relevant chapter activities to individuals and committees.
- ✓ Stimulating and maintaining enthusiasm among chapter members.

President-Elect and Vice Presidents



- ❑ Each chapter elects a President-Elect and one or more Vice Presidents. The responsibilities of the President-Elect and each Vice President typically include:
 - ✓ Assuming the next highest position in the event it becomes temporarily or permanently vacant.
 - ✓ Serving on the chapter's BOG.
 - ✓ Assuming other duties assigned to them by the chapter President or the BOG.
 - ✓ Attending President-Elect training.
 - ✓ Attending the CRC.
 - ✓ Additional duties of the President-Elect typically include appointing committee chairs who will serve during his/her Presidential year.

Secretary



❑ The Secretary's responsibilities typically include:

- ✓ Taking minutes for chapter and BOG meetings.
- ✓ Serving on the BOG
- ✓ Maintaining chapter records
- ✓ Serving as liaison between the chapter and Society Headquarters.
- ✓ Being familiar with "Roberts Rules of Order (Revised)" for conducting business sessions.
- ✓ Maintaining a record of each member's attendance and chapter activities for use of the Nominating Committee.
- ✓ Sending minutes of chapter and BOG meetings to the Director and Regional Chair (DRC) and the Regional Vice Chair
- ✓ (RVC) of Chapter Technology Transfer (where applicable) within three weeks of each meeting.
- ✓ Keeping lists of members and prospective members up to date, in cooperation with the Membership Promotion Committee, and certifying to the BOG that all chapter members are bona fide members of the Society.

Secretary



❑ The Secretary's responsibilities typically include:

- ✓ Obtaining and distributing forms, supplies, etc., as needed.
- ✓ Acting for the BOG in taking charge of all property of the chapter, such as the charter, bylaws, banners, projectors, etc.
- ✓ Arranging for distribution of meeting notices.
- ✓ Promptly notifying officers, nominated candidates and members of all committees of their selection, nomination or appointment.
- ✓ Completing the online Chapter Information Questionnaire (CIQ) on the ASHRAE website and sending it to the DRC, Assistant Regional Chair (ARC), Regional Members Council Representative (RMCR), and RVCs.
- ✓ Preparing a chapter roster. (See Section 7.7 for information about accessing and running chapter Reports.)
- ✓ Ensuring that the DRC receives copies of appropriate chapter communications and documentation.
- ✓ Performing other functions as outlined in subsequent parts of this manual or as assigned by the President or BOG.

Treasurer



□ The Treasurer's responsibilities typically include:

- ✓ Receiving, keeping safe and disbursing chapter funds
- ✓ Maintaining records, submitting reports and making tax filings in accordance with Section 5 of the MCO.
- ✓ Keeping chapter expenditures in line with income.
- ✓ Attending CRC training.
- ✓ Collecting chapter dues from Society, if the chapter chooses to have Society accept them.
- ✓ Paying regional dues assessments.
- ✓ Coordinating with Society staff to ensure that the chapter is registered as an official "fundraiser" in each state in which it solicits funds.

Board of Governors



- The Board of Governors (BOG) typically consists of the chapter's elected officers, the most recent past president and other members elected by the membership. The BOG's responsibilities typically include:
 - ✓ Managing and conducting the affairs of the chapter.
 - ✓ Supervising and caring for all property of the chapter.
 - ✓ Presenting to the members at the annual meeting a general statement on the work of the year and the condition of the chapter.
 - ✓ Meeting monthly, at a time that does not conflict with other chapter activities.
 - ✓ Showing appreciation for chapter members' efforts by awarding certificates of appreciation, past presidents' pins and other forms of recognition; encouraging chapters to express appreciation to their leadership at annual meetings or other special events.

Installation of Chapter Officers



- ❑ Most chapters install chapter officers in a ceremony at the last chapter meeting of the fiscal year.
- ❑ A sample format for the installation of chapter officers is provided in **Appendix 1E**.

Guidance for Appointments to Committees (**MCO APPENDIX 1B**)



- ❑ An important duty of the next year's chapter President (current President-Elect in most chapters) is to appoint members to committees. The following suggestions may help with the appointment process.
- ✓ Consult with the current President and currently serving committee chairs
- ✓ Present proposed appointments to the Board of Governors (BOG) for its approval
- ✓ When possible, encourage currently serving effective chairs to continue in their posts
- ✓ When a chair will not continue in his or her post, the President-Elect may give preferred consideration to current members of the committee
- ✓ Appointments should be made sufficiently in advance of the next Chapters Regional Conference (CRC) to permit attendance by appointees at the appropriate CRC workshop even before he or she assumes the responsibilities of chair of a chapter committee
- ✓ At the time of appointment, chairs of committees having workshops at the CRC should be told that they are expected to register for the CRC and to attend workshops at the event

Formation and Operation of Chapter Committees (MCO Section 2.1)



- ❑ Each chapter must have the following committees: **Grassroots Government Activities, Chapter Technology Transfer, Membership Promotion, Research Promotion, Student Activities and Young Engineers in ASHRAE.**
- ❑ Chapters have the option to create other committees. In some chapters, particularly smaller ones, one person may chair or serve on more than one chapter committee.
- ❑ Chapter committees are either elected by the chapter or appointed by the President-Elect or Board of Governors (BOG).
- ❑ Committees typically consist of a Chair, Vice-Chair and two members, except as provided otherwise by the chapter bylaws or as recommended in this Section of the manual. (See **Appendix 2A** for *Suggested Chapter Organization Chart*.)

Formation and Operation of Chapter Committees (**MCO Section 2.1**)



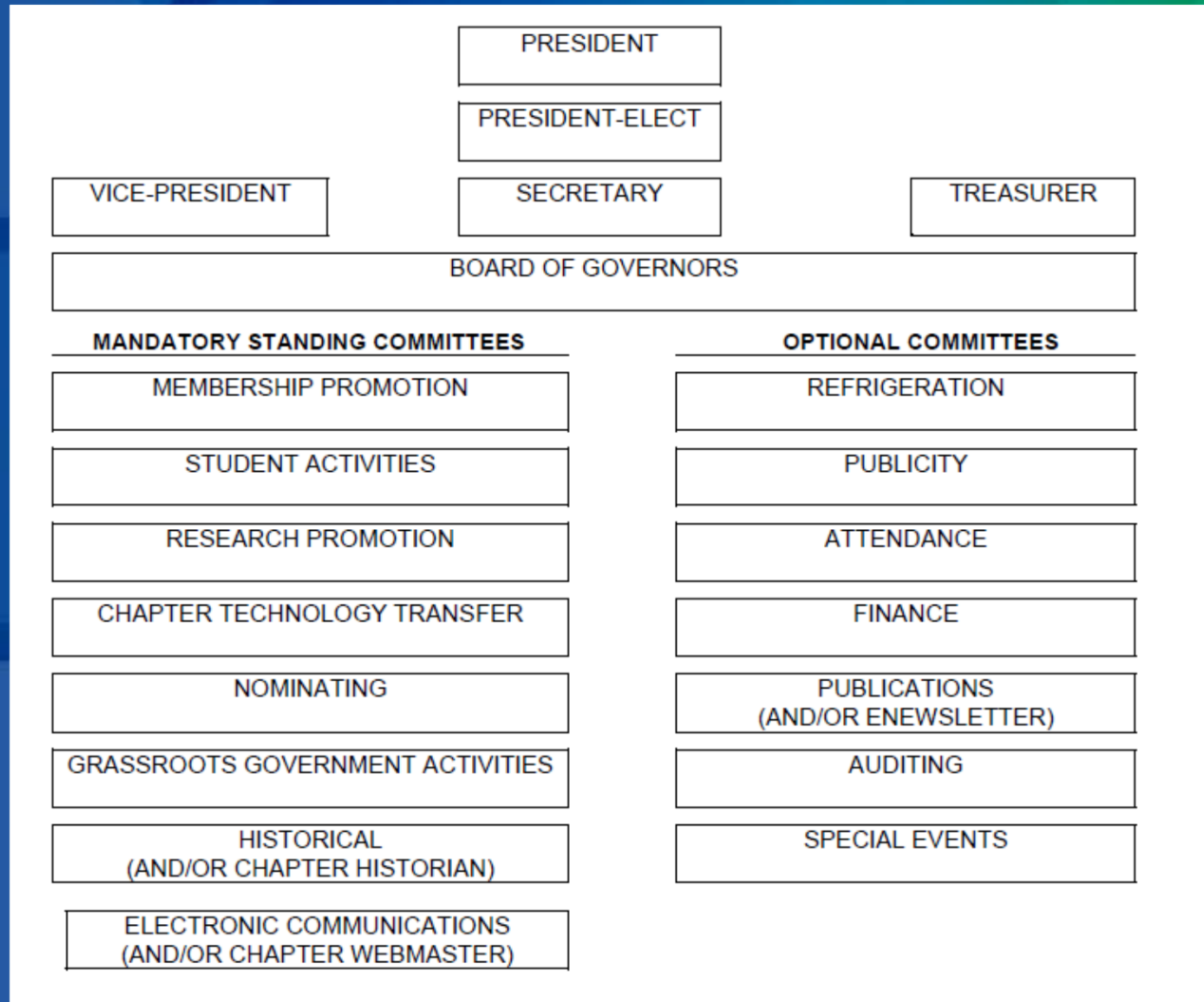
❑ When electing or appointing committee members, voting members and officers are encouraged to:

- ✓ Promote a range of perspectives on each committee through diversity in age, experience type and level, industry segment, geographic location and other factors.
- ✓ Promote continuity by ensuring that at least one current committee member serves on the committee the following year; two-year staggered terms accomplish continuity. If possible, committee chairs also should serve two year terms.

❑ Committee Chair responsibilities typically include:

- ✓ Delegating to and motivating committee members
- ✓ Attending CRC workshops
- ✓ Scheduling regular committee meetings
- ✓ Planning committee activities
- ✓ Reporting to the BOG
- ✓ Submitting a monthly and an annual report to the BOG. The annual report should include a summary of the committee's activities for the year and suggestions for the incoming committee.

Suggested Chapter Organization Chart (MCO Appendix 2A)



Chapter Meetings (**MCO Section 5**)



- ❑ The number of chapter meetings each year will vary, but a chapter should schedule at least eight chapter meetings per year. At least six of the meetings should include a technical program.
- ❑ Certain activities must be accomplished in designated months to comply with Society and chapter Bylaws. A calendar of chapter activities is provided in **Appendix 1A**.
- ❑ To ensure that meetings are effective and productive, the President and other officers are encouraged to use **Robert's Rules of Order**. Society will provide a copy of Robert's Rules to chapter officers upon request.

Creating a Good Meeting



- ❑ Most people attend chapter meetings for one or more of the following reasons:
 - ✓ To receive and transmit technical information
 - ✓ To meet people engaged in the industry
 - ✓ For fellowship and enjoyment
 - ✓ To develop knowledge of the problems encountered in the industry
 - ✓ To earn continuing education credits (for example, PDHs, CEUs or LUs) for professional license or designation renewal
- ❑ A successful meeting provides opportunities for each of these reasons.
- ❑ Some criticisms of meetings and possible remedies are listed in **Appendix 5A**.

Pitfalls to Avoid



❑ **Controversial Non-technical Content**

- ✓ Topics pertaining solely to politics, religion or trade are inappropriate and should not be the subject of discussion at chapter meetings or be included in any chapter publications.

❑ **Commercialism**

- ✓ Chapters must comply with Society's commercialism policy, which is available at [ASHRAE Commercialism Policy](#).
- ✓ Commercialism is the inclusion of visual, written or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization. Chapters should request to see the speaker's presentation weeks in advance of the meeting, tech session or seminar. The chapter must notify the speaker if unacceptable commercialism is found in the presentation.

Pitfalls to Avoid



Social Media Acceptable Use Policy

- ✓ “Social Media” refers to web-based communication technologies that allow multiple users to interact online in a dynamic environment. Popular examples include, but are not limited to, Facebook, Twitter, Yammer, LinkedIn, blogs, wikis and others.
- ✓ “Objectionable” refers to anything that advocates an illegal activity or could reasonably be considered obscene, threatening, hostile, indecent, harassing, or offensive. This includes, but is not limited to written, verbal, or graphic material, that would offend, harass, or threaten a reasonable person on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state or local law. **(See Appendix 5I)**

Lack of Organization

- Disorganization can lead to a disastrously bad meeting. The best place to start to ensure that a meeting is organized is with an agenda. A sample agenda might include:
 - ✓ Technical Workshop (or Business Meeting)
 - ✓ Break
 - ✓ Dinner (start with intro of members and guests)
 - ✓ Break
 - ✓ Presentation (start with intro of speaker)
 - ✓ Discussion (end with thanking speaker)
 - ✓ Announcements (e.g., future meetings)
 - ✓ Adjourn

Poor Attendance at Chapter Meetings



□ Remedies:

- ✓ Make the meetings educational, productive and fun.
- ✓ Place announcements in eNewsletters.
- ✓ Offer awards for attendance.
- ✓ Utilize past chapter Presidents by inviting them to an annual “Past Presidents” meeting and asking them to share a few “lessons learned” from their ASHRAE experiences.

Ideas of Chapter Programs



A. Technical Talks

- ✓ General & Specific Topics, Installation/Testing, Operation & Maintenance.

B. Non-Technical Talks

- ✓ Legal Issues, Architects Views, Building Manager & Occupant Problems.

C. Field Trips

- ✓ Manufacturing Plants, Application Installations, Research Laboratories & Sport Venues.

D. Research Talks

- ✓ ASHRAE Research, University Research & Trade Association Research.

E. Joint Meetings

- ✓ Other ASHRAE Chapters & Other Related Association (PEO, BOMA, CaGBC).

F. Government Agencies

G. Student Meetings

H. Panel Forums, Seminars, Conferences

Management by Objectives (MBO) (MCO Section 8)



- ❑ Having a plan for the Society year is an important step in helping the chapter operate effectively and efficiently.
- ❑ Society leadership encourages short-term planning based on Management by Objectives (MBO).
- ❑ Although the MBO process helps with short-term planning, objectives should be developed to meet Society's long-term goals.
- ❑ MBO is an effective tool in attaining and measuring results. The main characteristics of MBO are:
 - A. Written**
 - ✓ The MBO process requires a written plan. Once written, the document can be referred to later for comparison. The plan should be available for the parties to the goal, as well as interested or related outside observers.
 - B. Understandable**
 - ✓ Each MBO should be described in simple language that is not subject to multiple interpretations. It must be clear, concise and precise.
 - C. Timed**
 - ✓ Objectives must have a point of conclusion. Often, the timeliness of accomplishment is crucial to the value of the effort.

Management by Objectives (MBO) (MCO Section 8)



D. Measurable

- ✓ Each MBO must be stated in terms that are measurable, such as dollars, units or other countable benchmarks. A complex objective can be broken down into a series of tasks that, upon their completion, become accountable benchmarks.

E. Attainable

- ✓ Creating goals to impress others has absolutely no meaning as an objective.
- ✓ Each objective must be believable and realistic – with effort.

F. Challenging

- ✓ While an objective must be attainable, it also must be challenging. If the task is too easy, the joy of accomplishment is lost and less output is attained to benefit the organization.

G. Agreed-Upon

- ✓ Objectives must have the commitment of both the planner and the doer. Both parties must take ownership of the objective and agree that it is worthy, realistic and challenging.

H. Costed

- ✓ For an objective to be truly evaluated and prioritized, it must have a price tag, in actual money cost, time expended, or opportunity cost. The costing of objectives allows the MBO to evolve into fiscal planning.

PAOE AWARDS



- **PAOE** equals minimum in 5 of the following 6 categories: Chapter Operations, Chapter Technology Transfer, Grassroots Government Advocacy, Membership Promotion, Research Promotion and Student Activities
- **Special Citation** equals minimum in 5 of the 6 categories, with a minimum of 5,500 points
- **Star** equals PAR in all categories

PAOE AWARDS (cont'd)



- **Honor Roll** equals PAOE for at least four consecutive years
- **High Honor Roll** equals Star for at least four consecutive years
- **Premier** equals PAOE every year since the chapter's inception or since 1970; minimum of four years; chapter's first year is excluded

PAOE AWARDS (cont'd)



- **Sustainability Activities**

A chapter Sustainability Award in the form of a certificate is available for each chapter that obtains at least a total of 200 points from the items listed under Sustainability Activities in the **Chapter Operations** category of PAOE. The Chapter with the highest PAOE Sustainability point total (excludes the Community Sustainability Project points) will receive a Regional award in the form of a plaque and a certificate.

2015-2016 PAOE SCHEDULE



- Effective July 1 of each year, PAOE will be available in **dual** form; the current Society year and the previous Society year. Chapters are now able to enter PAOE points for both years during the month of July until the cutoff date for entering points of the previous year.

2015-2016 PAOE SCHEDULE



- November Reflects October 31 results
- January Reflects December 31 results
- March Reflects February 28 results
- April Reflects March 31 results
- May Reflects April 30 results
- June Reflects May 31 results
- **July 15** **Final Entry of Reported Points**

To Enter PAOE Points



- Instructions to enter PAOE points are located in the 2015-2016 PAOE Newsletter and on the ASHRAE PAOE website.

Discussion



Appendix 1 - Chapter Operation PAOE Criteria



- **Explanation to reach Minimum for Chapter Operations.**
- **Efficient use of volunteer time.**
- **Actual Building Performance – bEQ.**
- **Planning.**
- **Meetings.**
- **Communications.**
- **YEA Activities.**
- **Honors and Awards Activities.**
- **Sustainability Activities.**
- **DRC Assigns.**

2015-2016 CHAPTER OPERATIONS PAOE



- Minimum 400 Points/ Par 1000
- Plus CIQ in 60 days prior to CRC
- Exception may be made by the DRC

CHAPTER OPERATIONS (cont'd)



Explanation to reach Minimum for Chapter Operations:

- To reach minimum, the Chapter Information Questionnaire (CIQ) must be complete and forwarded to DRC and Society: 60 days prior to CRC. The completed CIQ will represent the incoming chapter officers and chapter committee chairs for the next Society year. The DRC is responsible for determining if criteria is met. All individuals serving in a chapter position must be an ASHRAE Member or Associate grade member (Affiliate grade for YEA member only). No person can serve in more than one officer position (exception, two positions for chapter with less than 75 members). A chapter officer may also serve in one committee chair position

CHAPTER OPERATIONS CRITERIA (cont'd)



Efficient use of volunteer time:

- 50 points for conducting chapter planning meeting prior to August 1 (all officers and committee chairs)
- 50 points for people skills, leadership training for chapter officers and future leaders (minimum 1 hour of training) (100 points maximum)
- 50 points for ASHRAE marketing training for chapter officers and future leaders (minimum 1 hour of training) (100 points maximum)
- 50 points for establishing a Refrigeration Committee with at least 2 members to promote Refrigeration
- 50 points for one Young Engineers in ASHRAE (YEA) member assigned to a committee to provide YEA ideas and participation
- 25 points for the CRC Action Committee meeting and bringing completed Executive Session Worksheet to the Region's Caucus

CHAPTER OPERATIONS CRITERIA (cont'd)



Actual Building Performance – bEQ

- 100 points for maintaining database of Verification and Measurement information that includes energy usage analysis of built sustainable projects and publishing relevant information in Chapter newsletter or ASHRAE Journal
- 50 points for each chapter member that submits for a bEQ rating (200 points maximum)
- 25 points for each chapter member presentation on bEQ to an outside organization (100 points maximum)

CHAPTER OPERATIONS CRITERIA (cont'd)



Planning

- 75 points for GA, MP and YEA Chairs sitting on the Chapter CTT Committee to ensure chapter programs are developed relevant to the chapter membership

CHAPTER OPERATIONS CRITERIA (cont'd)



Meetings

- 100 points if annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.)
- 100 points for presenting the Technical Activities Committee presentation at chapter meeting (100 points one time)
- 75 points for organizing an employer recognition event to promote the benefits of ASHRAE membership for company members (maximum of two events)

CHAPTER OPERATIONS CRITERIA (cont'd)



Meetings

- 50 points for holding an Indoor Air Quality (topic) Chapter Meeting
- 50 points for establishing or maintaining an operating chapter section (each section)
- 50 points for chapter publicity that includes issuing at least six (6) press releases or arranging one (1) or more TV appearances promoting the work of ASHRAE (150 points maximum)

CHAPTER OPERATIONS CRITERIA (cont'd)



Meetings

- 25 points if a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited) (100 points maximum)
- 25 points for each separate social event (50 points maximum)
- 25 points for chapter officers or committee chairs promoting ASHRAE membership to local companies (e.g. reception, one/one meeting, company presentation) in order to increase their support in ASHRAE (150 points maximum)
- 10 points for each chapter member who registers for a Winter or Annual Society meeting, including MP and SA Chapter Chairs that attend (staff will send attendance reports for both meetings to chapters after the Annual meeting)
- 10 points for each IAQA member that attends a Chapter Meeting

CHAPTER OPERATIONS CRITERIA (cont'd)



Communications

- 50 points for chapter promotion of ASHRAE products in chapter newsletter and communications (using ASHRAE staff produced materials) (100 points maximum)
- 10 points for maintaining a chapter website, initial update by October 1 (10 points per month; 100 points maximum)

CHAPTER OPERATIONS CRITERIA (cont'd)



YEA Activities

- 100 points for each chapter officer or board of governors member who is a YEA member (300 points maximum)
- 25 points for each YEA member who is a voting member of an ASHRAE TC (Participation on a TC can be verified from each TC roster or the ASHRAE Committee Participation by Region Report which can be provided by each DRC)

CHAPTER OPERATIONS CRITERIA (cont'd)



Honors and Awards Activities

- 50 points for each nomination for the honor of Fellow grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, with the appropriate documentation in accordance with the procedures stated on the ASHRAE website
- 25 points for establishing and maintaining a chapter Honors and Awards Committee
- 20 points for each Chapter Service Award or Regional Award of Merit awarded to a chapter member during this fiscal year (120 points maximum)

CHAPTER OPERATIONS CRITERIA (cont'd)



Sustainability Activities

- 100 points for each chapter sponsored presentation to a local, state or provincial government entity serving their Chapter area (e.g. school board, state or provincial legislative committee, state or provincial agency, city council, county board, etc.) on sustainability or energy related topics. (Points doubled if the topic is ASHRAE/USGBC/IES, Standard 189.1 or bEQ)
- 50 points for establishing a Chapter Sustainability Committee that meets periodically that organizes at least two HVAC&R related sustainability activities per year

CHAPTER OPERATIONS CRITERIA (cont'd)



Sustainability Activities

- 50 points for establishing a chapter user group on modeling that has an active on-line forum or meets periodically (at least 4 times) to provide education and mutual support.
- 30 points for each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g., energy efficiency, indoor air quality, high-performance buildings, etc.) (Minimum 1 hour presentation; Points doubled if the topic is ASHRAE/USGBC/IES, Standard 189.1, bEQ program)
- 5 points for each Professional Development Hour (PDH) earned by a chapter member on a building science topic other than HVAC&R (e.g., fenestration, insulation, lighting) (100 points maximum)

CHAPTER OPERATIONS CRITERIA (cont'd)



DRC Assigns

- 500 points for chapter sponsored community sustainability project or event in conjunction with a non-profit organization (Note: Examples of community sustainability projects are available online to assist.)
- 100 points for chapter sponsored community sustainability project publicity (outside of normal Chapter advertisements) that includes print, audio or electronic media at local, state, provincial, national or industry level promoting the work of ASHRAE and/or local chapter (500 points maximum)

CHAPTER OPERATIONS CRITERIA (cont'd)



DRC Assigns

- 75 points for a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1)
- 75 points for establishing and updating annually a chapter long term strategic plan (minimum of 3 years) with goals for chapter growth, leadership, and financial stability. Plan to be submitted to the DRC for approval not later than January 1. (points awarded by DRC)
- 50 points for each chapter officer who attends the CRC besides the Delegate and Alternate

CHAPTER OPERATIONS CRITERIA (cont'd)



DRC Assigns

- 50 points for President-Elect attendance at President-Elect Training
- 25 points for the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by the April 30 chapter meeting (Points assigned by DRC by May 15)
- 10 to 50 points for achieving goals established in planning session (points assigned by DRC by June 30)

Discussion

