



Alabama Division
Division #435000
www.iaapalabama.org



2011/2012
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August 25, 2011

Dear Chapter Presidents,

Congratulations to each of you on being elected as chapter president! Serving in this position is an honor and a privilege, as well as an overwhelming responsibility. But you are not alone in fulfilling your duties. As you know, you have a division board contact as well as other members of the board at your disposal. Please use us as a resource. We have all been in your shoes and want to help you in

“Making the Leap to REMARKABLE!”

If you attended Leadership Advance-Part I at the Alabama Division Annual Meeting on June 26, 2011, you are aware that there are major changes to the Pathways to Excellence program. The Member of Excellence (MoE), Chapter of Excellence (CoE) and Division of Excellence (DoE) criteria (attached) have changed. In this correspondence, I will address the CoE.

In the past, the chapter president submitted the CoE form directly to IAAP Headquarters after all criteria had been met. This year, information will be submitted to the division. PLEASE NOTE: At the last division board meeting, I was designated as the point of contact for receiving CoE information. When you email this information to me, please copy your board contact. Of utmost importance is that you adhere to the deadlines as I will not be able to accept your information after the deadline.

Another change this year is that all eight CoE criteria are mandatory. However, I think you'll agree that all criteria are achievable. All information is available at www.IAAP-HQ.org, but if you would, take a few minutes to review the information on the following pages. I have provided additional comments and suggestions to help your chapter achieve the criteria. All of the referenced files have been posted on the Alabama Division website at www.iaapalabama.org under Pathways to Excellence and a few are attached to this document as well.

Please pay attention to the deadlines because anything received after 11:59 pm Central Time on the day of the deadline cannot be accepted. All criteria are mandatory; if you miss one point you will not qualify. Work with your board and get your members involved so that your chapter can be recognized as a CHAPTER OF EXCELLENCE in 2011-12!

If you have any questions, please feel free to call me or send an email. Together, the Alabama Division board and chapters are **Making the Leap to REMARKABLE!**

Sincerely,

Kathy Wilkey, CPS/CAP
Work: 205/257-5733
Cell: 205/305-1920

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by **October 1.**

How to Qualify: If you submit the annual meeting calendar to your members at a meeting, send an email to me and your board contact letting us know it has been submitted and attach a copy. Or, if you send the calendar to your members by email, simply copy me and your board contact on that email.

Comment: Keep in mind this is a tentative calendar. The only required information is the date of the meeting and the topic. Although it's a good idea to schedule your speakers as early as possible, this is not a requirement of this criterion.

Make sure you schedule a Membership Recruitment Drive and New Member Orientation as these are mandatory to meet requirements of Criteria #3 and #4, respectively. Other suggested topics include Communication Training, Leadership Training, Business Plan Training and Software Training.

2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by **December 31.**

How to Qualify: If you submit your budget and annual financial review/audit report to your members at a meeting, send an email to me and your board contact letting us know it has been submitted and attach a copy. Or, if you send the information to your members by email, simply copy me and your board contact on that email.

Comment: In the past, the audit report was submitted to the division treasurer. This year it will be submitted to me with a copy to your board contact. Also, in the past you had to submit monthly financial statements to the members; this is not a requirement of CoE this year. Note: Your Bylaws may require that you provide monthly financial statements to your membership but they are not required for CoE.

3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by **June 1.**

How to Qualify: After you have your membership drive, complete "CoE Evaluation Form – Criterion 3 Membership Drive" (fill-in form on website and copy attached) and submit it to me and your board contact by email. If your chapter sends this form to me by email, it does not have to be signed. Of course a scanned copy with a signature may be sent by email or mail, if you prefer. There must be one or more potential members in attendance to meet this criterion.

Comment: The evaluation form asks if you used the PowerPoint presentation, "What's In It For Me? Why IAAP is Perfect for You" (copy on website). It is not required that you use this presentation but it is a very good presentation. The 2011-12 presentation will be posted as soon as it is available.

4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by **June 25.**

How to Qualify: After you have your new member orientation, complete "CoE Evaluation Form – Criterion 4 New Member Orientation" (fill-in form on website and copy attached) and submit it to me and your board contact by email. If your chapter sends this form to me by email, it does not have to be signed. Of course a scanned copy with a signature may be sent by email or mail, if you prefer. New members in attendance must have joined in the 2011-12 year. There must be one or more new members in attendance to meet this criterion.

Comment: The evaluation form asks if you used the PowerPoint presentation "New Member Orientation" (copy on website). It is not required that you use this presentation but it is a very good presentation. The updated version will be posted as soon as it is available. Also available is the "2010-11 Alabama Division Orientation Presentation" (copy on website) created by Stephany Wingard, CPS, 2010-11 membership chair, which is an excellent resource. The updated version will be posted as soon as it is available.

5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.

How to Qualify: If you submit the annual meeting calendar to your members at a meeting, send an email to me and your board contact letting us know it has been submitted and attach a copy. Or, if you send the calendar to your members by email, simply copy me and your board contact on that email.

Comment: Your chapter's business plan is the document formerly called Strategic Plan. If your chapter does not have a business plan and would like an example, please let me or your board contact know and we will be happy to send you one. The plan does not have to be finalized – just developed or updated.

6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.

How to Qualify: Send a delegate to the 2012 division annual meeting. No documentation is required; the division will verify.

Comment: Our bylaws do not allow chapters to submit a proxy. To meet the requirement of this criterion, you must send a delegate to the division annual meeting in June 2012.

7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.

How to Qualify: This criterion refers to the EFAM held in Montreal July 2011. No documentation is required; HQ will verify.

8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.

How to Qualify: Encourage chapter members to work toward earning the 2011-12 Member of Excellence (MoE) recognition and provide mentoring to the chapter members on how to earn MoE. No documentation is required; HQ will verify.

Comment: Things your chapter can do to encourage members to become MoE: Conduct a brief overview of Member of Excellence criteria at one of your meetings; make copies of the MoE form and put out at your chapter meetings; put the criteria in your newsletter; send out emails periodically asking if members are on target for becoming a Member of Excellence; provide an incentive for becoming first chapter member to receive MoE for the year. Be creative and challenge your members to achieve MoE.



Chapter of Excellence

Revised, to take effect for 2011-2012 IAAP Year

Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

All forms and information submitted must be received by the specified deadlines.

Revised Criteria as of July 1, 2011

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

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.

**2011-2012 Chapter of Excellence
Membership Drive Evaluation Form for Criterion #3**



Chapter Officer or Committee Chairman - complete and sign the form below and return to your division. The Membership Drive must be held between July 1 and May 31 and the division must receive the completed and signed form by 11:59 pm Central Time on June 1, 2012.

Chapter Number:

Chapter Name:

Date of Membership Drive:

Number of Prospective Members in Attendance:

Did you use the "What's In It For Me? Why IAAP is Perfect for You." PowerPoint? Yes No

Do you have a plan for following up with prospective members? Yes No

If you answered yes to the question above, please summarize the plan below and bullet points are encouraged:

Chapter Officer/Chairman Name

Chapter Officer/Chairman Signature

Date

Check with your division on where to submit form.

**2011-2012 Chapter of Excellence
New Member Orientation Evaluation Form for Criterion #4**



Chapter Officer or Committee Chairman - complete and sign the form below. The New Member Orientation must be held between July 1 and June 25 and the division must receive the completed and signed form by 11:59 pm Central Time on June 25, 2012.

Chapter Number:

Chapter Name:

Date of New Member Orientation:

Number of New Members in Attendance:

Did you use the "New Member Orientation" PowerPoint?

Yes

No

Do you have a mentoring plan for new members?

Yes

No

If you answered yes to the question above, please summarize the plan below and bullet points are encouraged:

Chapter Officer/Chairman Name

Chapter Officer/Chairman Signature

Date

Check with your division on where to submit form.