



2014-2015 Annual Chapter Recognition Program

(Subject to Change)

SGMP's annual Chapter Recognition Program is based on an evaluation of a chapter's operating performance during the fiscal year. A chapter can be recognized in one of three levels of superior chapter execution of its mission and duties to its members and the Society: Chapter Excellence is the highest level of recognition, followed by Chapter Honors, and then Chapter Merit. **There is no application process for these awards.**

The level of recognition certificate is determined by the National Board of Directors after an annual review of each chapter's success toward our mission, its operations and member services. **Chapter performance is evaluated under many areas of criteria; each area has a designated point value that is calculated into a total score for annual operations performance.** Those areas of evaluation are itemized below. The scoresheet that SGMP will use to evaluate each chapter on those areas is on the next page.

This program is designed to be an incentive to improve. If you do better the next year, it is a great accomplishment and your chapter will be eligible for a higher recognition level. Each area of chapter operations has a standard to meet to earn each level of recognition. Those minimum standards are not included on this form, so as not serve as a disincentive for a chapter to strive for recognition at a higher level. All chapters should always at least reach the Merit level.

CORE MISSION GOALS

- Maintain or increase chapter membership
- Hold at least 10 chapter meetings each year, with at least eight programs being Core Competency/Contact Hour-approved education relating to meetings management

OPERATIONAL GOALS

- Submit complete, accurate and timely monthly chapter and financial reports to HQ
- Maintain a 50/50 membership ratio

MEMBER SERVICES GOALS

- Maintain an accurate and up-to-date chapter website
- Publish a chapter newsletter (at least quarterly)
- Submit an application for the Communications of the Year (COY) award
- Submit an application for the Programming of the Year (POY) award



SCORESHEET

CHAPTER:

CORE MISSION

- o Maintained or increased chapter membership: YES___ NO___
 ___ Ratio Members in Jun 2014 MMR & ___ Ratio Members in Feb or Mar 2015 MMR
 June 2014 MMR reflects where your chapter started on July 1, 2014
- o Held 10 chapter meetings, with 8 being Core Competency/Contact Hour-approved, YES___ NO___
 during the period of Jul 1, 2014 – Jun 30, 2015 [meetings in Mar, Apr, May and Jun
 must be posted on chapter website noting the date, topic & speaker]

OPERATIONS

- o Submitted completed, accurate and timely monthly chapter reports to HQ YES___ NO___
- o Submitted completed, accurate and timely monthly financial reports to HQ YES___ NO___
- o Submitted previous year-end financial report on time and current year budget on time YES___ NO___
- o Maintained a 50/50 membership ratio YES___ NO___
 [50/50 or better ratio in MMR for Jul '14, Aug '14, Sep '14, Oct '14, Nov '14, Dec '14,
 Jan '15, Feb '15 and possibly Mar '15]

MEMBER SERVICES

- o Random audit of website reflects support of SGMP Policy C-18 YES___ NO___
- o Published a chapter newsletter (at least quarterly) YES___ NO___
- o Submitted an application for the COY award YES___ NO___
- o Submitted an application for the POY award YES___ NO___

SCORE: ___ OUT OF 10

RECOMMENDATION:

- ___ Chapter Excellence
- ___ Chapter Honors
- ___ Chapter Merit
- ___ N/A