

A **Chapter of Excellence** will receive a podium banner (first year), banner year patch, and either \$100 cash or \$150 credit toward subscription to the IAAP Web Community.

A **Chapter of Excellence** will attain a minimum of 14 of the following 19 criteria:

1. Sixty percent of the chapter meetings offer recertification points.
2. At least one member of the chapter obtain their CPS and/or CAP certification during the current IAAP fiscal year.
3. Sign the online Chapter of Excellence Commitment agreement.
4. Publish at least six newsletters/e-newsletters.
5. Participate in the IAAP Web Community.
6. Publish annual meeting calendar with education and/or training topics by September 1 and establish marketing plan to encourage members to attend chapter, division, and international meetings and events.
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer.
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1 deadline.
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event.
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum.
11. At least one member serve in a division office or committee; or serve on an international committee; or as an international officer or as an RTF Trustee.
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an APW/APD and/or annual executives' event.
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program.
14. Maintain a minimum of 15 members and achieve an annual retention



rate of at least 80 percent.

15. Conduct at least one IMPACT meeting.
16. Conduct new member orientation program.
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase).
18. Sponsor a new IAAP Professional Chapter or Student Chapter.
19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31 and conduct an annual member interest/satisfaction survey.

