

# **ITEA Chapter of Excellence Award**

Application Form for the July 2017 through June 2018 Period of Performance

The ITEA chapter, through its local service to members, is the cornerstone of ITEA. Strong, active chapters provide the Association with volunteer personnel and subject matter for the Association's educational programs. Because of their close relationship with the membership, chapters frequently identify interest areas that are appropriate subjects for international educational events. At the same time, they may be the first to become aware of declining interest in a topic, discipline, or T&E-related technology. Strong chapters and open communication between chapters and the Board of Directors, the regional vice presidents, committee chairs, and the ITEA Headquarters are critical to the health and vitality of the Association.

Criteria for the Chapter of Excellence Award incorporate the best practices necessary for an ITEA chapter to operate at a fully effective level and reflect the a "healthy" Chapter capable of providing the greatest contributions in furthering the goals of the Association. Chapters receiving a Chapter Award for Excellence will be eligible for selection as the ITEA Chapter of the Year. This selection will be made by the Chapter and Individual Membership Development Committee Chair in conjunction with the ITEA Executive Director.

This award will be presented to the President of your Chapter, or if the President is not available, a representative should be chosen by him/her to represent the Chapter at the ITEA Annual Symposium to receive the award. You will receive a citation at the ceremony and be acknowledged in the program, on the ITEA website, and your Chapter's accomplishments will be acknowledged in the ITEA Journal.

**ITEA Chapter Award for Excellence**

**CHAPTER NAME:** \_\_\_\_\_

**Required Elements**

**An ITEA Chapter of Excellence must meet ALL of the following seven (7) required elements.**

	<b><u>Required Element Description</u></b>	<b><u>Chapter Performance</u></b>
1.	The Chapter must have at least ten (10) ITEA members in good standing, AND have maintained or grown their Chapter membership during the performance period.	<b>Membership as of:</b> <b>June 1, 2017:</b> _____  <b>June 30, 2018:</b> _____
2.	The Chapter must have, as a minimum, the following officers: President, Vice President, Secretary, and Treasurer. A single individual may hold more than one office at any one time, except the offices of President and Treasurer. All chapter officers should be elected in the first quarter of the calendar year, if possible, by vote of the chapter membership and should hold office for a period of one year or until a successor shall have been duly elected or appointed.	<b>Current Chapter Officers:</b>  <b>President:</b> _____  <b>Vice President:</b> _____  <b>Secretary:</b> _____  <b>Treasurer:</b> _____
3.	The Chapter must have held at least four (4) general membership meetings during the performance period.	<b>Chapter Meeting Dates:</b> _____ _____ _____
4.	Chapter must have a written Scholarship program and have awarded at least one (1) scholarship during the performance period.	<b>Element Met: YES / NO</b>
5.	The Chapter must have a Chapter Web site and/or publish a regular newsletter to communicate with its members.	<b>Element Met: YES / NO</b>
6.	The Chapter must be in conformance with the following Chapter Financial Procedures, as stated in the <i>ITEA Operations Manual</i> : <ul style="list-style-type: none"> <li>• The Chapter maintains an ITEA checking account in a local bank with at least two Chapter members and the ITEA Executive Director authorized to sign checks.</li> <li>• The Chapter must submit a report of the financial activity from January through December of the previous year to ITEA Executive Office by February 1 each year, including a copy of the December reconciled bank statements.</li> </ul>	<b>Element Met:</b>  <b>YES / NO</b>   <b>YES / NO</b>
7.	The Chapter must have submitted at least one (1) Chapter News article to the ITEA Journal during the performance period.  Issue(s): _____	<b>Element Met: YES / NO</b>

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**Additional Elements**

**An ITEA Chapter of Excellence must meet at least three (3) of the following six (6) additional elements.**

	<u><b>Additional Element Description</b></u>	<u><b>Chapter Performance</b></u>
1.	The Chapter has provided quarterly reports to their Regional Vice President in order to meet the ITEA HQ suspense for Board read-ahead materials.	<i>Element Met: YES / NO</i>
2.	The Chapter has recruited at least one (1) new ITEA Corporate Member during the performance period.  Name of new ITEA Corporate Member: _____	<i>Element Met: YES / NO</i>
3.	The Chapter has provided at least one nomination package for the ITEA Professional Awards program during the performance period.	<i>Element Met: YES / NO</i>
4.	The Chapter has hosted (or co-hosted) at least one (1) ITEA sponsored event (e.g. workshop, conference, symposium, short course, or CTEP Examination Session) during the performance period. (See Note 1 below)	<i>Element Met: YES / NO</i>
5.	The Chapter has sponsored (or co-sponsored) at least one (1) local event (e.g. workshop, seminar, and other educational event that meets local needs) during the performance period. (See Note 2 below)	<i>Element Met: YES / NO</i>
6.	A Chapter member has submitted at least one article for publication in <i>The ITEA Journal</i> during the performance period. Author: _____ Title of article: _____	<i>Element Met: YES / NO</i>

**NOTE 1 - ITEA SPONSORED / CHAPTER HOSTED EVENTS.** An event *sponsored* by ITEA is frequently *hosted* by an ITEA Chapter. The annual ITEA Test Instrumentation Workshop is an example of an event *sponsored* by ITEA and *hosted* by a Chapter or Chapters. ITEA can provide a host Chapter with seed money for an internationally sponsored educational event such as this. An individual Chapter shares in the net revenue or loss from an internationally sponsored event it hosts as detailed in the ITEA Scholarship Program Policy. The primary responsibility of the host Chapter is to develop and execute the technical program for the event. Host Chapters work closely with the chair of the ITEA Events Committee and report regularly at meetings of the Board of Directors. Other Chapter responsibilities for these events may include arrangements for facilities, food and beverages, exhibits, promotional materials, security, local transportation, and social activities. When an event is sponsored by ITEA, the resources of the EO are available to provide administrative support such as: design and publication of promotional materials (e.g., calls for papers, registration brochures, pocket schedules, ITEA Journal advertisements); bulk mailing and email promotion services; registration (both advance and on-site); exhibit coordination; budget preparation; and accounting (e.g., bill payment, invoice preparation, and collection of accounts receivable for registration and exhibit fees).

**NOTE 2 - CHAPTER SPONSORED EVENTS.** Chapters are encouraged to continue the established practice of sponsoring local workshops, seminars, and other educational events to meet the needs of their Chapter members and other T&E professionals in their area. With the exception of regular, recurring Chapter meetings, all Chapter workshops, symposia, and educational conferences should be reviewed by the corresponding RVP and by the ITEA Events Committee. Any Chapter event (except regular, recurring Chapter meetings) where revenue or expenditures are anticipated to exceed \$1,500 requires the submission of a budget for review by the ITEA Ways and Means Committee. Any contract or agreement that involves an ITEA obligation of more than \$1,500 must be sent for review and approval by the ITEA ED. Any net revenues from an event are retained by the sponsoring Chapters; similarly, net losses incurred remain the responsibility of the sponsoring Chapters.