



2020 CHAPTER ASSESSMENT TOOL (CAT)

ABOUT THE ASSESSMENT TOOL

The IAEE Chapter Assessment Tool (CAT) is designed to assist chapter leadership in capturing and reviewing the accomplishments of their chapter over the previous calendar year. In addition, the tool aides IAEE headquarters in establishing and sharing effective and best practices with other IAEE chapters, as well as rewarding chapters of all sizes for their efforts in areas such as chapter management, chapter programming, leadership, social responsibility, student engagement, and more.

Each chapter that successfully completes the assessment tool (based on activity conducted in 2019) and submits it to IAEE HQ by the deadline of Tuesday, 15 September 2020 is eligible to compete for complimentary registrations for *Expo! Expo!* IAEE's Annual Meeting and Exhibition. There are many great ways to use your complimentary registration. For example, you might:

- Gift the registration to a new chapter member who has never attended *Expo! Expo!*
- Hold a recruitment competition and reward the member who recruits the highest number of new members.
- Honor your chapter's "Volunteer of the Year."
- Send a student member to *Expo! Expo!*

GETTING STARTED

To begin, simply review the categories below and select the activities your chapter completed during the calendar year in review. Tally your chapter's points by multiplying the number of points available for a given activity by the number of activities completed in that category.

Next, **compile samples and attachments that represent your efforts.** For example, you might submit newsletters, photos, a copy of your strategic plan, a flyer used to promote an outstanding educational event, etc.

The final step is submitting your completed Chapter Assessment Tool to IAEE Headquarters. The completed form and all applicable samples and attachments should be mailed to Director, Membership and Chapter Relations, at 12700 Park Central Drive, Suite 308, Dallas, TX 75251 or emailed to lbuchanan@iaee.com **no later than Tuesday, 15 September 2020. Late submissions will not be accepted.**

Once your submission is received and total points are calculated, IAEE will alert each chapter's chair, vice chair and administrator regarding the number of complimentary *Expo! Expo!* registrations they have received. **Submissions received after Tuesday, 15 September 2020 and incomplete submissions will not be considered.**

QUESTIONS?

Contact Director, Membership and Chapter Relations Administrator
lbuchanan@iaee.com • 972.687.9231

CHAPTER ACTIVITIES

Documentation must be provided for each activity in order for points to be awarded. Flyers, printed electronic announcements, newsletter articles, descriptions etc. all serve as acceptable documentation.

Type of activity	Points awarded per activity	Number of activities	Total points (points X # of activities)
Educational Activity - Required A program that educates members on an industry-related or professional development topic. Please explain activity	20		
Social Activity - Required A program that encourages member networking, idea sharing, increasing member-to-member familiarity, etc. Please explain activity	15		
Rotating Activity - Required A program or activity presented in a geographical area outside of the chapter's primary market of activity. Please explain activity	50		
Student Outreach Activity (with a university or student members / nonmembers only) A program or activity intended to raise awareness of IAEE amongst students, develop or strengthen relationships with students and/or universities and encourage student membership. Please explain activity	60		
New Member Recognition Activity - Required An activity designed specifically to recognize new members and encourage member retention. Please explain activity	40		
Young Professionals Outreach – Required (not student activities) Any activity intended to engage young professionals. For example, a chapter might host a happy hour for young professionals, invite young professionals to volunteer for an event, or provide discounted rates to chapter events for young professionals. Please explain activity	50		

BOARD ACTIVITIES

Documentation is required for board planning meeting and best practice submissions.

Type of activity	Points awarded per activity	Number of activities	Total points (points X # of activities)
2019 Financial reports submitted to IAEE by deadline - Required 2019 Jan-July statement by 31 August 2019 2019 July-Dec statement by 15 February 2020	30		

2019 Chapter Board Minutes submitted to IAEE by 31 December 2019 – (Required)	25		
Held a 2019 Chapter Planning Meeting – (Required)	50		
Chapter representative attended 2019 Chapter Leaders Meeting	25		
Submitted Chapter Best Practices to IAEE HQ Effective practices can be submitted in areas such as chapter management, communications, diversity, networking, programming, volunteer management, social responsibility, member retention, student outreach, etc.	25		

OTHER ACTIVITIES

Documentation must be provided for each activity in order for points to be awarded. Flyers, printed electronic announcements, newsletter articles, descriptions, etc. all serve as acceptable documentation.

Type of activity	Points awarded per activity	Number of activities	Total points (points X # of activities)
Social Responsibility A program or activity intended to demonstrate community enhancement and social responsibility (i.e. charitable contributions, green initiatives, student mentor programs, professional development for homeless, etc.). Please explain activity	25		
Volunteer Recognition Recognizes chapter volunteers for their efforts. For example, activities might range from presenting certificates to hosting a volunteer appreciation reception or nominating candidates for IAEE Awards or IAEE programs (e.g. Future Leaders Institute). Please explain activity	40		
IAEE Member Communities Chapter actively uses IAEE’s MemberLink Chapter page or alternative social networking tool (Facebook, Twitter, LinkedIn) to promote chapter events and engage chapter members in discussions.	25		
IAEE Chapter Website (Required) Chapter website is up to date with current information and all corresponding links work correctly. The calendar is up to date as well with all activities.	25		
Please describe your chapter’s strengths:	25		

Please describe the top two areas in which your chapter needs improvement:	25		
How can IAEE better serve your chapter's leaders?	30		
Other thoughts:			

REAP THE REWARDS

Complimentary Expo! Expo! registration(s) will be given to chapters based on the points scale below.

<p>Savoir-faire 400-500 points One complimentary Expo! Expo! registration</p>	<p>Tour de Force 501-600 points Two complimentary Expo! Expo! registrations</p>	<p>Crème de la Crème 601+ points Three complimentary Expo! Expo! registrations</p>
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Total Points Earned	Reward Level	Number of Expo! Expo! registrations