

OUTSTANDING CHAPTER AWARD GUIDELINES

ELIGIBILITY

The Outstanding Chapter Award Program is designed to recognize chapters within the Southern Region who have demonstrated excellence in the achievement of IPMA goals, objectives and program initiatives. The award will be presented annually to a chapter accomplishing, or causing to be accomplished, significant program or projects within the Human Resources area.

Any Chapter of the Southern Region holding a current IPMA charter for a minimum of three (3) years is eligible for consideration. Nominations are sought from the Chapter's Executive Board, a unit within the Chapter, or an individual Chapter member. Nominations should be sent to the immediate past president of the Southern Region Executive Board. A narrative of the nominated Chapter services to the Personnel/Human Resources Profession (not to exceed five type written pages) should be forwarded at least 45 days prior to the Annual conference each year. The activities discussed may cover a period of time not to exceed three years, thereby allowing for consideration of cumulative, as well as one-time achievements.

Chapter nominations may be based upon a specific project, Chapter leadership, Chapter development, Chapter operations/organization, etc... Nominations may be made for any one or combination of the areas listed below.

1. Innovation and Diversity in Chapter Programs

- Programming reflects creative, current, and dynamic topics or issues and/or legislative proposals/issues/laws in the professional personnel/human resource field, or issue/topics in the personal development area. Examples may be the Civil Rights Act of 1990, the Disabilities Act, Time Management, Stress Management, a presentation on Labor Relations, and/or a diversity of relevant others. (CHAPTER AGENDA MUST BE SUBMITTED FOR REVIEW)
- Distinct programming levels are offered by the Chapter geared toward the category diversity of the Chapter's membership, i.e. the new professional, the seasoned professional, para-professionals, and the non-personnel member. (CHAPTER AGENDA MUST SUBMITTED FOR REVIEW)
- Utilization of external organizations/agencies to present different, relevant topics/perspectives/ideas to stimulate the membership. Number of outside, external organizations/agencies utilized, topics, and number of attendees.
- Number of invitations extended to the regional IPMA President, and/or representative, to attend local Chapter meetings.

- Chapter's strength in integrating all available internal and external resources in sponsoring or cost-sharing conference activities.
 - a. Utilization of membership for donations, as a speaker or trainer at the conference once area of expertise is identified.
 - b. Membership network with friends/business contacts/consultants that they may know to solicit conference donations, participation, novelty advertising items. This could be a cooperative effort providing them the opportunity to network with personnel/human resource professionals.

2. **Resourcefulness in Publicity and Marketing**

- Chapter establishes goals and targets new organizations/individuals for membership and recruits them into the organization. Specify any special efforts directed toward protected groups. (NUMBER CONTACTED AND NUMBER RECRUITED)
- Development and dissemination of a Chapter marketing pamphlet with IPMA historical, Chapter, and regional data. (NUMBER OF PAMPHLETS DEVELOPED AND DISTRIBUTED)
- Number of published articles/spots regarding IPMA activities or programs, i.e. newspaper articles/ads, local community publications, public service television announcements, personnel publications or other. (COPIES PROVIDED OR LIST OF TV SPOT ANNOUNCEMENTS)
- Utilization of cost-effective methods to disseminate information to Chapter membership. (LIST METHODOLOGY)
- Chapter develops internal publications/newsletter for membership informational exchange and dissemination. (COPIES SUBMITTED)
- Development of membership incentive plans for recruiting new members, i.e., member receives recognition certificate, prize, lunch, or money ... (COPY OF WRITTEN INCENTIVE PLAN AND RESULTS)

3. **Effectiveness and Efficiency in Internal Operations**

- Chapter By-laws or Standard Operating Procedure Manual developed.
- Chapter organizational structure developed.
- Annual Report submitted to International for financial rebate.

- Current membership roster developed/maintained and submitted to regional IPMA.
- Number of new members vs. past statistics.
- Number of attendees at Chapter meetings.
- Discuss improved membership involvement and how it was accomplished.
- Number of special projects the Chapter participated in. (LIST THE PROJECTS AND BRIEFLY DESCRIBE)
- Development and implementation of an internal, structured filing system, and maintenance program to track and monitor the Chapter's growth and development from year-to-year.
- Amount of time/man-hours spent on developing IPMA activities and programs.
- Provision for a subsidy of conference fees for needy potential attendees whose organization does not cover the cost. They would apply and be considered by the Chapter, and level of subsidized fees established. (NUMBER OF SUSIDIZED CONFERENCE ATTENDEES)

4. **Support of Community Services**

- Number of community service activities the Chapter participated in and the number of Chapter membership participation in each project.
- Establish a cooperative exchange program with an educational institution to develop a program of cross-lecture exchanges:
 - a. IPMA could speak to a student class on: work conduct and rules, interviewing do's and don'ts, how to fill out an application...
 - b. Teachers and instructors could attend IPMA programs and speak on: the educational preparedness of students for the job market, statistics on student composition, percentage college-bound and impact on the future labor market...
- Number of Chapter scholarships for college students awarded.
- Development and award of an internship program.

5. **Participation in Southern Region Activities**

- Number of attendees/Chapter representation at annual conference.

- Development and award of an internship program.
- Number of nominations submitted to the Awards Committee for consideration.
- Number of proposals submitted to HOST the Southern Regional conference.
- Name and time the Regional conference was hosted.

6. **Participation in International Activities**

- Number in Chapter that also belong to the International.
- Number of attendees/Chapter representation at international conference.

7. **Overall Activities of the Chapter**

- Overall quality, accomplishments and contributions of the Chapter.
- A combination of activities that would encompass some or all the items listed in 1-7 above.