

MEMBER OF EXCELLENCE

A **Member of Excellence** will attain a minimum of 8 of the following 11 criteria:

1. Be a current CPS and/or CAP holder
2. Sign the online Member of Excellence Commitment agreement
3. **Actively participate in the IAAP web community forum discussions** or **submit an article** for an IAAP publication (chapter, division, or international level)

How often is “actively” participate? And how do members document this participation for possible audit?

One post is not sufficient. Think of it this way....an “active” member is not someone who attends one meeting a year.

To document participation you can print the page each time you post.

Is there a minimum length requirement?

A paragraph is not sufficient to be an “article.” An article is at least 200 words that includes an opening, a body, and a closing.

4. Attend non-IAAP professional educational workshops, seminars and conferences
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
6. Pay membership dues on or before anniversary date
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
8. Conduct a public presentation, program or training

On the sheet that was handed out at the Thursday morning leadership workshop at convention, a 60 minute requirement had been added. It is not on the list posted on the website.

This was not a new requirement. At the leadership workshop it was explained for clarification as there were questions regarding this. It was stated there that each presentation by an individual was required to be 60 minutes in length in order to count.

This information is on the website and the FAQs. For clarification, a person has to present for 60 minutes at one offering. It cannot be a combination of two 30 minute presentations or combination of shorter durations, etc. Also, if 2 people are doing a presentation together, they both would have to present for 60 minutes (a 2 hour presentation) for each to be able to count.

Backup for this requirement should be an agenda showing that the member is the featured speaker with a topic and duration, a flyer that showing that they are the featured speaker again with the topic and duration, letters from the group they presented to, or letters from an employer, etc.

9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination)

10. Recruit at least one new member
11. Integrate IAAP membership and involvement into annual performance plan or review

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CHAPTER OF EXCELLENCE

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

I have had questions on whether the marketing plan needs to be submitted someplace, and if so, where?

A small % of members, chapters, and divisions will be audited. The audit procedures are still in development and should be available by the end of December. If the chapter is selected for an audit, that is when all backup, including the marketing plan, would be submitted. You would be instructed at that time on where to send your backup information.

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