

Chapter of the Year Program Review

September 24, 2025

Overview

The Chapter of the Year Ad-Hoc Committee convened twice in September to evaluate and begin restructuring the Chapter of the Year program (OpMan 72). The goal is to increase chapter participation, simplify the submission process, and better align recognition with chapter impact and strategic goals. Additional meetings are planned in October and November to finalize a revised framework for presentation at the December board meeting.

Key Issues Identified

- Low Participation: Only 10–15 chapters (out of ~75) submit annually; international chapters are underrepresented.
- Form Complexity: The current submission form is lengthy, technical, and difficult for small chapters or new leaders to complete.
- Disproportionate Scoring: Chapters investing in scholarships, outreach, or mentorship often feel undervalued in the current point-based system.
- Limited Incentives: Rebates are tied to membership size, not growth or engagement, which disadvantages smaller or newer chapters.

Proposed Improvements

- Structural Redesign:
 - Shift from rigid scoring to an award-style format with narrative submissions.
 - Introduce award categories (e.g., Best in STEM, Best Webinar Program, Mentorship Champion).
 - Tailor evaluation metrics to chapter size and context.
 - Encourage qualitative impact statements and use of the STAR method (Situation, Task, Action, Result).
- Operational Enhancements:
 - Combine financial reports with Chapter of the Year submissions for holistic evaluation; would need to change the submission date
 - Create a unified Chapter Funding OpMan encompassing rebates, sustainment, and awards.
- Mentorship & Engagement:
 - Pair high-performing chapters with underperforming ones.

- Recognize mentoring chapters through a dedicated award.
- Use regional meetings and symposiums to foster peer learning.

Action Items in Progress

- Draft revised criteria and award categories – *Due Sept 29*
- Collect and analyze past submissions and financials – *Ongoing*
- Develop training tips for chapter officers – *Due by December*
- Explore integration of calendar reminders for form completion – *Next cycle*

Next Steps:

- September 29 Committee Meeting: Finalize draft criteria and structure.
- October 9 Board Meeting: Present proposed changes for discussion.
- October and November Committee Meetings: Finalize the revised Chapter of the Year framework in time for presentation at the December board meeting.
- December Board Meeting: Target for formal approval of revised program.

**If anyone wants to join this ad-hoc committee, please let Shelley or Glorianne know.