

Chapter Excellence Award Evaluation Factors

CHAPTER LEADERSHIP

<p>CL1: Executive Committee (EC) Please list the Chapter Executive Committee Names. Chapters are required to elect (at minimum) an executive committee consisting of a president, vice president (or president-elect), treasurer, and secretary. All elected officers must be current NCMA members.</p>	<p>1 POINT = chapter filled the four required EC positions and submitted roster to National.</p> <p>[MAXIMUM 1 POINT]</p>
<p>CL2: National Conferences /Chapter Leadership Summit/Chapter Leadership Calls/Chapter Connect Calls. [LIST] Please list all national events attended by elected chapter officers. Attendance will be confirmed with HQ records.</p>	<p>1 POINT per elected chapter officer attending a national event</p> <p>[MAXIMUM 8 POINTS]</p>
<p>CL3: Chapter Operations Manual Does your chapter have an operations manual and other Plans to supplement your chapter bylaws? This may include a strategic plan, succession plan, and/or member recruitment and retention plans. Please attach for review if applicable. These manuals do not need to be based on any specific template – they should reflect the needs and requirements of your chapter.</p>	<p>2 POINTS= have chapter operations manual</p> <p>2 POINTS = strategic plan contains basic elements</p> <p>2 POINTS = adequate succession/recruitment plan in use (and explained or attached)</p> <p>2 POINTS = retention plan includes means of engaging members (volunteer opportunities, etc.)</p> <p>[MAXIMUM 8 POINTS]</p>
<p>CL4: New Officer Installation How do new officers transition into their new positions? Please describe all aspects of the transition including how election results are announced, how new officers are installed, and how they are prepared for their new responsibilities.</p>	<p>1 POINT = election results are announced to general membership</p> <p>1 POINT = installation ceremony/event is held to welcome new (or renewing) officers</p> <p>2 POINTS = Onboarding meeting reviewing chapter bylaws, minutes, and roles and responsibilities.</p> <p>[MAXIMUM 4 POINTS]</p>
<p>CL5: Executive Committee Meetings How often are executive committee meetings held? Please provide the dates and attendees that represent a minimum quorum for all Chapter Board meetings for the program year.</p>	<p>1 POINT = EC meetings held at least once per quarter</p> <p>2 POINTS = EC meetings held at least monthly</p> <p>[MAXIMUM 2 POINTS]</p>
<h3>CHAPTER OPERATIONS</h3>	
<p>CO1: Year-End Reports Chapters are required to submit all year-end reports to National by August 31. Year-end reports include the financial report, executive summary, audit checklist, and updated bylaws. Please provide the</p>	<p>5 POINTS = chapter submitted all year-end reports on time.</p> <p>[MAXIMUM 5 POINTS]</p>

<p>submission date and name of the submitter.</p>	
<p>CO2. Chapter Social Media Presence [List] Chapters are encouraged to use all tools available to connect with their members. A chapter website should (at the minimum) contain: (1) current contact information; (2) links to other Chapter’s social media sites; (3) details about upcoming events; and (4) link back to National. Please provide links to the Chapter’s main website and other social media platforms for review.</p>	<p>1 POINT = basic website published with current contact info</p> <p>1 POINT = website contains upcoming events</p> <p>1 POINT = contains additional resources, photos, and/or other interactive features</p> <p>1 POINT = per active social media account</p> <p>[MAXIMUM 6 POINTS]</p>
<p>CO3. Communications Please list any other communication tools your chapter is using (indicate frequency). Do you send monthly newsletters, welcome emails, surveys, inquiries, and other notices? Attach a (recent) sample newsletter/communication. Successful communication efforts will deliver results – higher attendance, increased involvement, etc. Please share any results your chapter has documented related to your communication efforts.</p>	<p>2 POINTS = invite members to events</p> <p>2 POINTS = regularly scheduled communication provides updates regarding chapter operations</p> <p>2 POINTS = communication contains NCMA news, local business/community updates, and/or relevant contract management news</p> <p>[MAXIMUM 6 POINTS]</p>
<p>CO4. Financial Operations Please outline how your chapter maintains financial records during the program year. Include details about what software you use to keep financial records, what security measures are in place to protect your chapter from fraud/phishing attempts, how often accounts are reviewed and balanced, and how financial records and access to accounts are transitioned to new officers.</p> <p>Does the chapter have the capability to accept payment by cash, check or credit card? If your chapter has an active bank account and credit card processing method; is it done online through PayPal, merchant services through your bank, or other services like Square?</p>	<p>2 POINTS = proper security measures are in place</p> <p>2 POINTS = financial records are monitored and maintained monthly</p> <p>1 POINT = how financial records and access to accounts are transferred to new officers.</p> <p>1 POINT = Allow multiple methods for payment by members.</p> <p>[MAXIMUM 6 POINTS]</p>
<p>CO5. Sponsorships Chapters are not required to utilize sponsorships to support their activities. However, sponsorships can be a great way to nurture relationships with local interested businesses and supplement the funds available to your chapter – resulting in potentially larger, more diverse, or more frequent events and programs for your members. If your chapter currently uses sponsorships, and is following compliance with tax status with sponsorships, please list sponsors and amounts.</p>	<p>1 POINT for each documented sponsorship.</p> <p>[MAXIMUM 3 POINTS]</p>
<p>MEMBER ENGAGEMENT AND OFFERINGS</p>	
<p>ME1: % Membership Growth for prior Program Year</p>	<p>1 POINT per percent increase</p>

<p>Provide Chapter membership growth (by %) for prior program year. Points correspond with membership shift percentages. (EX: If your membership total decreased, 0 points are earned. If your membership increased by 8%, 8 points are earned.)</p>	<p>[MAXIMUM 8 POINTS]</p>
<p>ME2. Student Outreach NCMA’s vision statement includes engaging with universities to advance the contract management field through degree programs and career development. Tell us how your chapter has engaged with local students – please list any student-centered events, student recruitment efforts, or any other interaction you have had with universities/colleges in your area. Have these relationships resulted in new members, volunteers, or any other benefits to the chapter?</p>	<p>2 POINTS = hosted at least one student-centered event or participated in a university-hosted event</p> <p>2 POINTS = engages students in the chapter and provides mentorship or professional guidance</p> <p>[MAXIMUM 4 POINTS]</p>
<p>ME3. Individual Awards: nominations submitted/ awarded [LIST] Chapters are encouraged to submit nominations for members exhibiting extraordinary talent or commitment. Please list all awards with individual’s name that have been nominated by the chapter for NCMA National awards.</p>	<p>1 POINT per nomination submitted</p> <p>[MAXIMUM 6 POINTS]</p>
<p>ME4. Local Community To support NCMA’s mission to advance the contract management profession, increasing awareness of the field, opportunities, and its impact is critical. Chapters are encouraged to be present and visible in their local communities. Does your chapter host event in public spaces or participate in events hosted by other local organizations? Does your chapter sponsor any community service projects? Please list and provide details.</p>	<p>2 POINTS = hosted event(s) that was open to the public</p> <p>2 POINTS = partnered with other local organizations on special event(s)</p> <p>2 POINTS = participated in a community service project with members.</p> <p>[MAXIMUM 6 POINTS]</p>
<p>ME5: % Certification Increase from prior Program Year No submission or response required. National will provide this data to the reviewing team. (EX: If the total number of designees in your chapter increased by 5%, 5 points are earned.)</p>	<p>1 POINT per percent increase of certifications issued.</p> <p>[MAXIMUM 8 POINTS]</p>
<p>ME6. Certification Study Groups [LIST] Chapters are encouraged to host study groups to support members who want to pursue NCMA certification. If your chapter hosted any study groups, please list the dates, certification type (CPCM, CFCM or CCCM), and number of participants.</p>	<p>1 POINT per hosted study group</p> <p>[MAXIMUM 4 POINTS]</p>
<p>ME7: NCMA Sponsored Educational Material Chapters are encouraged to promote packaged educational products from NCMA (i.e., webinars) to promote continuous development and common language. Chapters are entitled to two complimentary webinars-on-demand, or one live webinar each program year. Please provide the title of the packaged educational product and the date delivered to Chapter members.</p>	<p>1 POINT per educational material purchased from NCMA.</p> <p>[MAXIMUM 4 POINTS]</p>
<p>ME8. Other Educational Events [LIST] Please list all educational live in person and/or live online events hosted by your chapter – associated to a minimum of 1 CLE. Include</p>	<p>1 POINT per educational event</p> <p>[MAXIMUM 5 POINTS]</p>

<p>dates, event name or brief description, and number of attendees. Events may only be counted once.</p>	
<p>ME9. Networking or Community Events [LIST] Please list all networking events hosted by your chapter. Include dates, event name or brief description, and number of attendees.</p>	<p>1 POINT per networking/community event [MAXIMUM 2 POINTS]</p>
<p>ME10. Contract Management Leadership Development Program (CMLDP): applications and participation The CMLDP is a powerful way for chapters to cultivate upcoming leaders within their chapter – we encourage chapters to provide information and guidance to qualifying members within their chapter. Please list any individuals from your chapter who applied for CMLDP or mentored CMLDP students.</p>	<p>1 POINT per applicant or mentor [MAXIMUM 4 POINTS]</p>
<p>Total Maximum Points</p>	<p>100 POINTS</p>