

ChaptersConnect



July 2017



Chapter Excellence Awards Deadline: July 31

Applications are now being accepted for the **Chapter Excellence Awards**! These awards bring our chapters much-deserved recognition and are awarded at the Winter Leadership Master Class. **Log in here to begin your application.** Just be sure your chapter year-end reports have been submitted prior to applying. Only chapters that have submitted year-end reports are eligible.

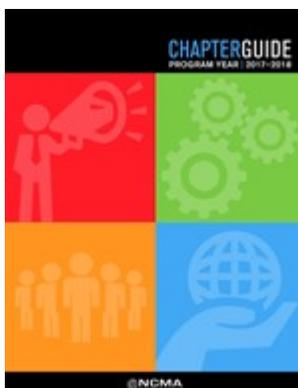
The judge's rubric is posted **here**. Taking a look at the criteria is a good idea even if your chapter is not submitting for the award. You will find the rubric can guide you in preparing your programming for next year!

Chapter Leadership

Welcome Incoming Chapter Leaders

Thank you in advance for all that you will be doing for your chapter this year! Ready to get started? If your officer roster was submitted, your chapter officers will have received a welcome email with links to useful information to be used all year long. We also suggest you make it easier to find the things you are looking for during the year by taking the time to **bookmark the chapter leader resources page now**. If you need to print and distribute chapter officer certificates, you may find them **here**.

We know you may have questions while you are getting started and we're here to help! Email us at **chapterrelations@ncmahq.org**.



Updated *Chapter Guide*

The *Chapter Guide* for the 2018 program year has been updated for the year. Inside the *Chapter Guide* are the forms, templates, and information you'll need throughout the year ahead.

Take a few minutes to look through the resources available **here**.

Chapter Operations

Year-End Reports Are Due Soon

Year-end reports for program year 2017 are due in just two weeks. Keep in mind a few important things when preparing to submit for the year:

- The new form includes authorization for NCMA to file a group tax return on the chapter's behalf.
- Submissions must include a final bank statement for June 30, 2017, to support the ending balance calculations for the year.
- All reports must be emailed to **NCMA Chapter Relations** by July 31, 2017.

Member Involvement



University Outreach Programs

Summer is the best time to explore new ways for your chapter to reach out to students when school is back in session. Be sure to include this topic in your planning discussions in the summer and early fall.

Several of our chapters have just started the journey of developing partnerships with local universities. If your chapter has a successful outreach program with a local college or university, send your tips and ideas to chapterrelations@ncmahq.org so we can pass them along.



Membership Anniversaries

Did you know that your members' membership anniversaries are included in the monthly rosters?

Celebrate long-time members by recognizing them at a chapter meeting with an anniversary certificate. Certificates are available [here](#).

July 31 Deadline: Outstanding Chapter Volunteer Award

Last year, Marcus Reedom of the Alamo Chapter was recognized for his dedicated service to NCMA and our members. Does someone in your chapter stand out for all he or she has done? Nominate an outstanding volunteer by July 31 [here](#).

Member Services



Spotted on Collaborate: NES Preparation Outline

Planning and hosting a well-attended National Education Seminar (NES) takes quite a few steps. To help break those down, a recent thread on **Collaborate** gives a detailed timeline and outlines the process. You will find the thread under **Organizing a Successful NES Event** in the open forum.

Suggestions on what has worked well for other chapters, and tips for reaching out to local organizations to learn which topics best meet training needs, are part of

the discussion and may offer some good ideas for your chapter.

Available Soon: NES on Key Contract Terms & Conditions

After being introduced at World Congress in July, a new **National Education Seminar (NES)** on "Key Contract Terms and Conditions" will be available to provide in-depth information on this important topic. Participants will receive a full-length contemporary textbook and comprehensive workbook and will earn seven continuing education hours.

Chapter Presidents Corner



Flow the Value Through To Members

By surveying members and revamping its schedule and offerings, the Fort Worth Chapter was able to "flow the value through to members," according to Chapter President Christine Williams. She found that simple tweaks like pushing the start time of meetings back to 6:30 p.m. and rotating learning sessions with networking events made her chapter vibrant again.

Find out how she convinced leadership to implement the changes, and why she stepped up to become president, by reading the *Contract Management Magazine* article [here](#).

Reminders



This summer's Leadership Master Class was designed to expand the leadership capacity of NCMA's chapter leaders and has a "Leadership in Action" component to connect and create communities among NCMA national leaders and chapter leaders. Hope to see you in Chicago!

21740 Beaumeade Circle, Suite 125, Ashburn, Virginia 20147 | 571.382.1103 | 800.344.8096 | 703.448.0939 fax