

10 Points of Excellence

1. Certification
2. Commitment
3. Communication
4. Education and Training
5. Fiscal Responsibility
6. Leadership Development and Roles
7. Marketing, Research, and Community Outreach
8. Programs and Participation
9. Recruitment and Retention
10. Strategic Planning

Awards

Member of Excellence

(8 of 11 criteria must be achieved)

- Certificate (first four years)
- Pathways to Excellence certificate cover
- Pathways to Excellence / Member of Excellence pin (fifth year)

Chapter of Excellence

(14 of 19 criteria must be achieved)

- Podium banner (first year only)
- Year-patch for subsequent years
- \$100 cash award or \$150 credit toward subscription to the IAAP Web Community

The Audit Process

- Honor-Based System
- Audit Certain Percentage of Submissions for all Three Levels
- Auditors will be District Directors
- Members, Chapter and Divisions must hold on to back-up paperwork and other items for 12 months following the end of the IAAP fiscal year

PASSION &
PURPOSE

PATHWAYS
to
EXCELLENCE

Member of Excellence
Chapter of Excellence
Division of Excellence

Member of Excellence

Certification

1. Be a current CPS and/or CAP holder

Commitment

2. Download the Member of Excellence Commitment form; sign and date the form

Communication

- 3 Actively participate in the IAAP web community forum discussions or write an article and have it published an IAAP publication (chapter, division, or international level)

Education and Training

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

Fiscal Responsibility

6. Pay membership dues on or before anniversary date. **This criterion is mandatory.**

Leadership Development and Roles

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

Marketing, Research and Community Outreach

8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recert points)

Programs and Participation

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

Recruitment and Retention

10. Recruit at least one new member

Strategic Planning

11. Integrate IAAP membership and involvement into annual performance plan or review
 - Annual Performance Plan
 - Setting goals for IAAP
 - Setting goals for your job
 - Setting personal goals

Deadline: 11:59 p.m. CST on June 31 annually

Achieve
8 of 11
elements

Chapter of Excellence

Certification

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

Commitment

3. Download the Chapter of Excellence Commitment form; sign and date the form

Communication

4. Publish at least six newsletters/e-newsletters
5. Participate in the IAAP Web Community by hosting chapter's web site on the IAAP Web Community.

Education and Training

6. Publish annual meeting calendar with education and/or training topics by October 1st and establish marketing plan to encourage members to attend chapter, division, and international meetings and events

Fiscal Responsibility

7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer. **This criterion is a mandatory requirement.**

Leadership Development and Roles

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 1st 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 of at least 60 minutes in length
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

Programs and Participation

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

Recruitment and Retention

14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent
15. Conduct at least one Member Recruitment Meeting. **This criterion is a mandatory requirement.**
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

Strategic Planning AND Marketing, Research & Community Outreach

19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31st; and conduct an annual member interest/satisfaction survey

Deadline: 11:59 p.m. CST on July 5 annually

Achieve
14 of 19
elements