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**SHRM**<sup>TM</sup>

SOCIETY FOR HUMAN  
RESOURCE MANAGEMENT

## 2009 Chapter Achievement Plan Preview

Volunteer Leader Webinar ▪ January, 2009 ▪ Sandy L. Boost, SPHR, CAE

The webinar will  
start at the top of  
the hour.

## Briefly...

- Two documents
  - > Planning Workbook
  - > Report
- Report due January 31, 2010 for work completed during the calendar year 2009
- Online submission only
- Features upload capabilities for samples of logo use and financial statement

## 2009

- “Planning Workbook” now available
  - > Strategic Planning activities of chapters currently underway
  - > Downloadable for duplication
- “Report” available late in first quarter 2009
  - > Tracking achievements throughout the year
  - > Frequently requested by volunteer leaders



## What to expect

- Fewer checklist items
- Greater opportunity for expanded text and points on STP and ATP initiatives
- Fewer sections
- New appendices
  - > Resources
  - > STP and ATP Idea Center

## Section 1

- Seven requirements of all chapters listed first
  - > 2010 Chapter Leader Information Form (CLIF) by 12/01/09
  - > Minimum of one chapter meeting per quarter
  - > Annual financial report as of 12/31/09
  - > Proper use of SHRM “AFFILIATE OF” logo
  - > Membership Directory (upon request)
  - > 12/31/09 – Membership count
  - > Bylaws date (last revised, approved by SHRM, ratified) and bylaws on file with SHRM
- Balance of section covers Basic Operational items
- One “conditional” requirement
  - > Chapter websites are required to link to SHRM

## Section 1 (cont'd)

- Membership – SHRM Member Acquisition
  - > Create a goal – 1 point; achievement of goal – 1 bonus point
  - > Achieve 3% - 1 bonus point OR
  - > Achieve 6% - 2 bonus points and Membership Star recognition OR
  - > Achieve 10% - 3 bonus points and Membership Super Star recognition
- Membership – SHRM Member Retention
  - > Create a goal – 1 point; achievement of goal – 1 bonus point

## Section 2

- Core Leadership Areas (CLA)
  - > Seven (7) CLAs within the section
- Reduced checklist items
  - > STP and ATP items moved to STP and ATP Idea Center

## Section 3

- Living the Mission
  - > Serving the HR professional (STP)
  - > Advancing the HR profession (ATP)
- Expanded
  - > STP included in free-form text responses
  - > Up to three (3) STP and three (3) ATP initiatives may be reported
- Greater point opportunities

## Section 3 (cont'd)

- Bonus point if initiative is “new” in 2009
- Report elements for each initiative
  - > Purpose
  - > Implementation
  - > Outcome
- STP
  - > Each of three reporting elements is worth 3 points
  - > Maximum of 9 points per completed initiative plus bonus point if “new”
- ATP
  - > Each of three reporting elements is worth 5 points
  - > Maximum of 15 points per completed initiative plus bonus point if “new”

## Section 3 (cont'd)

- Example of ATP – Day inside the District
- In 2007 this was a checklist item – 1 point!
- In 2009 using free-form text
  - > Develop as a new initiative – 1 bonus point
  - > Report the “purpose” – 5 points
  - > Report the “implementation” process – 5 points
  - > Report the “outcome” of the initiative/project – 5 points

## Award eligibility – Superior Merit Award

- Complete all required items in Section 1 and at least 30 of the Basic Operation items
- Meet the minimum affiliation requirements
- Represented at a minimum of 75% of state council meetings by chapter president or designee not on the state council
- Complete at least three operational achievements in each of the CLAs in Section 2
- Complete and submit a minimum of two (2) ATP initiatives and two (2) STP initiatives in Section 3

## Award eligibility – Superior Merit Award (cont'd)

- Award criteria and chapter size
- Minimum total points of
  - > 110 for Small Chapters (10-100 members)
  - > 115 for Medium Chapters (101 – 300 members)
  - > 120 for Large Chapters (301 – 500 members)
  - > 125 for Mega Chapters (501 – 1,000 members)
  - > 130 for Super Mega Chapters (1,001 members or more)

## Award eligibility – Merit Award

- Complete all required items in Section 1 plus at least 30 of the chapter Basic Operations
- Meet the minimum affiliation requirements
- Complete and submit a minimum of one (1) ATP and two (2) STP initiatives in Section 3

## Award eligibility – Merit Award (cont'd)

- Based on the award criteria and chapter size
- Minimum of total points
  - > 100 points for Small Chapters (10 – 100 members)
  - > 105 points for Medium Chapters (101 – 300 members)
  - > 110 points for Large Chapters (301 – 500 members)
  - > 115 points for Mega Chapters (501 – 1,000 members)
  - > 120 points for Super Mega Chapters (1,001 members or more)

## Award eligibility – Honorable Mention

- Complete all required items in Section 1 plus at least 30 of the chapter Basic Operations
- Meet the minimum affiliation requirements
- Complete and submit a minimum of one (1) STP initiative in Section 3
- Do not qualify for a Merit or Superior Merit Award

## Appendices

- A
  - > STP/ATP Worksheets and Sample Input Form
- B
  - > Resources available in the Volunteer Leaders Resource Center (VLRC)
  - > Pinnacle Award Compendiums
  - > Enterprising Leadership Book
  - > Toolkits
- C
  - > STP and ATP Idea Center
  - > Listing of possible initiatives culled from previous CAPs and other resources – just ideas
  - > Creativity encouraged
  - > Could appear in future “Best Practices” section on VLRC

## Thank you!

- Questions?
  - > Today
  - > Contact a member of your regional team
  - > Contact presenter – [sandy.boost@shrm.org](mailto:sandy.boost@shrm.org)