



2006 PARTNERS FOR EXCELLENCE CHAPTER AWARDS PROGRAM

Partners for Excellence is an awards program that encourages Chapters to work together with IECA for the benefit of the erosion and sediment control profession.

Aligned with IECA's Long Range Plan, the *Partners for Excellence* Chapter awards program encourages parallel goals for IECA and its Chapters and promotes teamwork to accomplish the association's vision and mission.

Vision ~ Be the global resource for people who share a common concern for the prevention and control of erosion.

Mission ~ IECA connects, educates and develops the worldwide erosion and sediment control community.

The structure of this awards program aims to help Chapters with management, communication, member recognition, working with volunteers and strategic planning.

The program is geared towards goal-setting to encourage Chapter officers to plan activities in a manner that will be recognized and rewarded.

WHY PARTICIPATE?

The documentation process involved in participating in the *Partners for Excellence* awards program can serve as an excellent guideline for Chapter leaders as they plan goals, tasks and activities for the year.

It is required that all chartered IECA Chapters participate in this program by indicating on the online Partners for Excellence Point Sheet those items that the Chapter completed and by submitting to IECA by the specified deadline. The submittal will serve as each Chapter's annual activity report.

PLEASE NOTE: It is not required that the Chapter complete all of the items listed on the Points Sheet. The items included are simply the framework for a road map that can help guide the Chapters' activities throughout the year. Having each Chapter complete the Points Sheet each year by indicating which tasks were completed and which ones were not will capture Chapters' strengths and weaknesses, providing the opportunity for IECA to recognize excellence and also to address areas in which Chapters may need more assistance.

There ARE minimum standards that all chartered Chapters are required to complete annually, as outlined in the Charter Agreement. These minimum standards are the following:

1. Submit to IECA an annual financial report according to the guidelines established by IECA: <http://www.ieca.org/Chapter/chapterfinances.pdf>
2. Complete the *Partners for Excellence* Points Sheet, which will serve as each Chapter's annual activity report.
3. Conduct a minimum of 2 educational events per year.
3. Publish a Chapter newsletter, minimum two times per year.
4. Conduct an annual Chapter membership meeting.
5. Conduct at least 2 Chapter Board of Directors meetings per year.

HOW THE PROGRAM WORKS

IECA Chapters are encouraged to complete items in three core areas: Chapter Management, Member Development/Services/Communication; and Education/Outreach.

An explanation of the three core areas follows:

Chapter Management: This category includes such concepts as structure, planning, review and resources. Structure deals with the Chapter's important documents and written job descriptions. Planning and Review evaluates the Chapter's strategic planning process, budgetary development, general meetings and leadership selection.

Membership Development/Services/Communication: This category addresses such concepts as member recruitment and retention plans and overall services to Chapter members. Also evaluated are the Chapter's communications efforts to Chapter members. Evaluated are such services as newsletters, web sites, needs assessment surveys and welcome procedures.

Education/Outreach: Stressed here is the theme of service to the association and service to the profession. This area includes activities that strengthen and educate the erosion and sediment control profession and extend the visibility of IECA and the Chapter. Activities evaluated include community service and outreach programs, recognition programs, educational and event programming.

Awards for the above three core areas are based on a point system tied to accomplishing specific tasks in each of the above three areas. The online Points Sheet will serve as each Chapters' entry form.

WHAT WILL THE CHAPTERS WIN?

A total of four awards will be given:

- ***Rick Granard Award of Distinction:*** The Chapter receiving the most overall cumulative points from the three core areas will receive this award. Named for IECA's past Board president and Chapter Development Committee chair, Rick was devoted to Chapter progress and excellence. This award is IECA's highest honor given to a Chapter. In the case of a tie, both Chapters will be presented the award.
- Awards also will be presented to those Chapters with the most points in each of the three core categories: ***Chapter Management, Membership Development/Services/Communication*** and ***Education/Outreach***. If the Chapter who receives the Rick Granard Award of Distinction has the highest number of points in the specified category, the award will be given to the Chapter with the second highest point total within the category.

RECOGNITION

Chapters winning awards are recognized at IECA's annual conference where they will be presented an elegant award. Announcements also are made in IECA's newsletter, on the web site and in *Erosion Control Journal*.

ELIGIBILITY

All chartered Chapters of IECA are required to participate in *Partners for Excellence* by indicating which items were completed and which ones were not during the year. Remember, Chapters are required to complete only the minimum standards as listed on page 2. Chapters are not required to finish all of the items listed on the Points Sheet; however, it is recommended to complete as many items as possible to ensure high standards of service for Chapter members. Participation serves as the Chapter's annual activity report and ensures compliance to the annual standards required for maintaining charter status.

SUBMISSION PROCESS & DEADLINE

All entries must be received by IECA no later than Friday, December 15, 2006.

Chapters should submit their entries using the online system provided by IECA. Online system will be available by July 2006. Submissions should be emailed to Meg Tully at email: meg@ieca.org. Chapters can monitor progress using the hard copy of the Points Sheet provided with this information.

Winners will be notified by January 2, 2007.

JUDGING

The Points Sheet states the number of points given for each task a Chapter completes during the year. Winners will be determined based on total points obtained. This criterion

is intended to make the judging process purely objective. IECA reserves the right to question any submission. All submissions are based on the honor system.

PARTNERS FOR EXCELLENCE POINT SHEET

All chartered Chapters must complete the online Points Sheet and return to IECA by December 15, 2006. Please use the below hard copy Points Sheet to monitor your progress. The online system will be available by July 2006.

Chapter: _____

Name of Chapter officer completing form: _____
(Form must be reviewed by the Chapter president.)

Ph: _____ Fax: _____ Email: _____

Please check the boxes below for each activity you have completed for the 2006 year and note your total for each section. At the end of the Points Sheet, write in your overall number of points.

Online Points Sheets are due to IECA no later than December 15, 2006.
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CHAPTER MANAGEMENT

1000 total points possible + “extra credit”

1. Chapter has reviewed IECA’s long-range strategic plan <http://www.ieca.org/AboutUs/LongRangePlan2004.pdf> and has established its own complementary goals and/or plan that guides its annual activities. Please upload a copy of your Chapters’ long-range strategic goals and/or plan. Points Value = 100
2. Chapter evaluates goals and/or long-range plan annually and publishes a Progress Report to its members. Please upload a copy of your annual Progress Report. Points Value = 50
3. **NEW** Chapter president submits an annual Chapter report to IECA’s Board of Directors by December 15 annually. Report should include progress, major achievements, needs, issues, etc – anything that the Chapter would like for IECA’s Board of Directors to know. Reports should be submitted to IECA’s Chapter Director at email: meg@ieca.org Points Value = 50
4. **NEW** Chapter reviews its bylaws every three years and revises as needed according to the process outlined in the Chapter’s bylaws. Chapter provides IECA with an updated copy of any bylaws revisions. Date bylaws were last reviewed: _____ Points Value = 25

5. Chapter has appointed a representative to the Chapter Advisory Committee who effectively serves as a liaison between the Chapter's Board and IECA. Representative (or substitution) attends at least 7 calls during the year. Representative's Name: _____

Dates calls attended: _____

Points Value = 100

6. Chapter has job descriptions for each of its officers. At a minimum, descriptions for president, vice president, secretary and treasurer are required. Please upload a copy of each officers' description. Points Value = 100

7. Minutes to all Board meetings are organized and available to members and have been emailed to IECA's Chapter Director at meg@ieca.org after each Board meeting. Points Value = 50

8. Chapter submits tax compliance and financial information to IECA's Finance Director at Vicky@ieca.org by the required deadlines as outlined in the document "How to Manage Your Chapters' Finances": <http://www.ieca.org/Chapter/chapterfinances.pdf> Points Value = 100

9. A Chapter budget is created annually. Please upload a copy. Points Value = 50

10. Chapter holds appropriate elections for officers according to the Chapter's bylaws and informs IECA and its members of all elected officers' names and contact information in a timely manner. Points Value = 50

11. **REQUIREMENT** - Chapter has a Board of Directors meeting at least two times a year. Board meetings conducted by teleconference call are a very cost-effective and easy way for Board members to stay connected. Points value = 100

Extra Credit: After having met the required 2 meeting minimum, Chapter will receive 10 points for each additional Board meeting held during the year. Total number of Board meetings held during the 2006 year: _____

12. **REQUIREMENT** – Chapter has completed the online *Partners for Excellence* Points Sheet by December 15, 2006 indicating which activities the Chapter has completed for the year. Points Value = 100

13. **NEW** Chapter employs a part-time administrator or uses contract/outsourced labor to assist with various Chapter tasks: coordinating events, publishing a newsletter, maintaining the web site, etc. Points Value = 100

14. Chapter leaders are aware of the Chapter Leader Resource Center on IECA's web site: (<http://www.ieca.org/Chapter/WelcomeChapterLeaderResourceCenter.asp>) and has provided comments on how IECA can improve this section. Please provide your comments here: _____

Points Value = 25

Your total number of points for this section: _____

**MEMBERSHIP
DEVELOPMENT/SERVICES/COMMUNICATION**

1000 total points possible + “extra credit”

15. A membership chair and/or committee(s) are appointed to oversee and implement the Chapter’s membership recruitment, retention, services and communications activities. It is fine if these functions are divided into 2 (or more) separate committees and are chaired by 2 (or more) separate people. Names of relevant people are _____ . Please upload copies of relevant chair job descriptions and committee descriptions. Points Value = 100

16. **NEW** The membership committee chair (and/or other relevant people) submits a progress report to the Chapter president and IECA’s Chapter Director by December 1 annually. Points Value = 25

17. **NEW** Chapter provides prospect lists to IECA for the purpose of recruiting new members. Lists should be sent in Excel, please, to becky@ieca.org. Points Value = 50

18. **NEW** Chapter sends a minimum of 2 Chapter event attendee lists to IECA for the purpose of recruiting new members. Lists should be sent in Excel, please, to becky@ieca.org Points Value = 100

19. **NEW** Chapter personally contacts all new members using the new member lists sent by IECA staff on a monthly basis. Points Value = 100

20. **NEW** Chapter sends a letter or welcome package to all new members. Please provide a brief description of what your new member welcome package contains. Points Value = 100

21. Chapter conducts a member needs assessment survey at least once every 3 years and compiles results. Last survey was distributed on _____ . Points Value = 50

22. **REQUIREMENT** - Chapter holds an annual membership meeting. Suggestions are to have the annual meeting in conjunction with one of the Chapter’s educational events or to have it at IECA’s annual conference.
Meeting Date & Location: _____
Points Value = 100

23. **NEW** Chapter offers a lower price for members than for non-members for Chapter event registrations and other Chapter products. Points Value = 50

24. **NEW** – Chapter has monthly contact with its members, through emails, events, newsletters, general updates, phone calls, etc. Points Value = 75

25. **REQUIREMENT** - A newsletter is sent to all Chapter members and to IECA headquarters at least 2 times per year. Dates newsletter was distributed:

Points Value = 100

Extra Credit: After meeting the required 2 newsletter minimum, Chapter will receive 25 points for each additional newsletter published during the year. Total number of newsletters published during the year: _____

26. Chapter includes IECA headquarters on its mailing list for newsletters, events and other member communications. Points Value = 25

27. **Extra Credit:** Chapter submits copy on Chapter achievements, events and news for inclusion in IECA publications by using the online Industry News Submittal Form: <http://www.ieca.org/ContactUs/submitnews.asp> Points Value = 10 points per submittal
Submittal topics and dates: _____
Total number of submittals: _____

28. **NEW** Chapter regularly reviews the information posted on IECA’s web site for each Chapter to ensure accuracy and informs IECA when any changes need to be made. Points Value = 50

29. Chapter provides a web site to its members. Points Value = 75

Your total number of points for this section: _____

EDUCATION/OUTREACH

1000 total points possible + “extra credit”

30. An education/events chair and/or committee are appointed to oversee and implement the Chapter’s professional development and networking activities. Chair’s name is _____. Please upload a copy of the chair’s job description and/or the committee description. Points Value = 100

31. **NEW** Chapter education/event committee chair submits a progress report to the Chapter president and IECA’s Chapter Director by December 1 annually. Points Value = 25

32. **REQUIREMENT** - Chapter holds at least 2 educational events annually (annual conference, workshops, lunches, field days). Please list dates and locations of your events.

Points Value = 100

Extra Credit: IECA encourages monthly breakfast and/or lunch meetings with a quick 30-40 minute educational topic. After the Chapter has met the 2 event minimum requirement, Chapter will receive 25 points for each additional educational or networking event you have during the year. Partnering with other organizations is a great way to get credit for having an event as well. Total number of events held during the year:

33. Chapter conducts evaluations after each training session and/or conference and compiles feedback from attendees. Please upload an example of your evaluation.
Points Value = 25

34. **Extra Credit:** NEW When IECA holds a public course in the Chapter's area, Chapter participates in IECA's Public Course program. Date and location of course:

Points Value = 50

35. **NEW** Chapter partners with other organizations to hold events, exchange web links and for other purposes. Please list the organizations with which you have partnered during the past year and for what purposes.

Points Value = 75

36. Chapter has developed its own Scholarship and/or Student Resources Program to encourage the profession's future industry leaders. Points Value = 75

37. Chapter participates in IECA's Thrill of Achievement Conference Scholarship program. Points Value = 75

38. Chapter participates in at least one community program to increase awareness of erosion and sediment control (partners with government, schools, etc.). Please provide a listing of 2006 programs and a brief description of how your Chapter participated.

Points Value = 50

39. **NEW** Chapter has its own exhibit booth that is used for outreach purposes at related events and other community functions. Chapter is encouraged to use its booth to exhibit at IECA's annual conference (Chapters receive complimentary booth space.)
Points Value = 25

40. **NEW** Chapter has developed its own logo that is consistent with IECA's graphic guidelines. Please upload a copy of your Chapter's logo. Points Value = 25

- 41. Chapter has its own programs that recognize outstanding achievement in the profession for its members, such as an awards program. Points Value = 75
- 42. **NEW** Chapter submits at least one nomination for the Sustained Contributor and the Contractor of the Year categories of the *Awards of Environmental Excellence* program annually by the specified deadline. Points Value = 100
- 43. **NEW** Chapter submits at least one nominee for IECA’s annual Board of Directors election by the specified deadline. Points Value = 100
- 44. **NEW** Chapter has appointed a representative to serve on IECA’s Government Relations Committee. Points Value = 100
- 45. **NEW** Chapter participates in IECA’s Sister Chapter Program. Chapter is a “sister” to the _____ Chapter. Please summarize details of your Chapter’s partnership: goals, activities to date, etc. Points Value = 25
- 46. **NEW** Chapter has contacted IECA about how to become involved in the “IECA Trained” program. Chapter should contact Kim Kline at email: kim@ieca.org. Points Value = 25

Your total number of points for this section: _____

EXTRA CREDIT: Please tell about any significant accomplishments your Chapter has had for the year that may not be addressed by the items outlined on the Points Sheet. What new programs have worked well for your Chapter? What experience may not have worked well and what are suggestions for improvement? Please comment here on anything that you feel might benefit the knowledge of Chapter leaders.
Points Value = 100



***YOUR CUMULATIVE NUMBER OF POINTS
FOR ALL THREE SECTIONS, PLUS EXTRA
CREDIT IF APPLICABLE:***

Form completed by _____ Date _____

Your form must be signed by the Chapter president and at least one other Chapter officer or your Chapter Advisory Committee Representative:

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Chapter Advisory Committee Representative: _____

SUBMISSION DEADLINE IS DECEMBER 15, 2006.

Online Forms must be completed and submitted to meg@ieca.org by December 15, 2006.

Online form will be available by July 2006.

For more details, feel free to call Meg Tully at 800-455-4322 or 970-879-8563;

Email: meg@ieca.org