

## **FY-2017 Model Chapter Criteria**

(Mandatory criteria \*)

1. Designated a board member to participate in and/or support at least one of NDIA's 27 Divisions.
2. Ensure ALL board members of the chapter are NDIA members in good-standing. \*
3. Designate a NDIA chapter board member to be a liaison on a Women In Defense (WID) Chapter board (if within the same geographic boundaries) to promote mutual support and networking opportunities within Community.
4. Must have the NDIA Chapter Operating Principles approved with signatures of the current chapter and National presidents . \*
5. Ensure Chapter is financially self-sustaining with annual income exceeding annual expenses. \*
6. Submit quarterly financial reports and backup documentation no later than required date. \*
7. Coordinate chapter event(s) with NDIA National to prevent schedule conflicts within a geographic area. \*
8. Initiate frequent communication with chapter members via e-mail, chapter website, community events, etc. Upon request, a current chapter member roster will be provided for review and use.
9. Provide current Board of Directors contact information twice per year: 1 June and 1 December.
10. Participate in local military and educational initiatives in the areas of STEM programs, Senior ROTC Military awards recognition, Wounded Warriors, USO, and Fisher House, etc. \*
11. Conduct local events that will strengthen NDIA corporate, individual and government growth. Each chapter should attempt to maintain or exceed its' membership total from the previous year.
12. Develop and monitor content of NDIA chapter developed website: NDIA chapter logo, listing current chapter board members, events, and NDIA privacy statement links.
13. Maintain quality of NDIA branding in all chapter publications (Newsletters, Brochures, Letterhead).
14. Nominate annually a candidate for at least two of NDIA's three major awards (Eisenhower, Forrestal, Sridhar) in the designated format and by the prescribed due date.

Submissions for your chapter are due no later than October 13, 2017.