

2019 MODEL CHAPTER/CHAPTER OF EXCELLENCE CRITERIA

MISSION

The Model Chapter Program was established in 2001 to promote the continuing relationship and open communication between National and its Chapters. The Chapter of Excellence Program was introduced in 2018 to encourage Chapters to strive to reach new and more challenging goals. Chapters are eligible to achieve Model Chapter or Chapter of Excellence status.

The below criteria will allow each Chapter to measure its own performance and determine whether or not it meets the necessary goals of achieving Model Chapter or Chapter of Excellence status. Once the award criteria have been fulfilled by a Chapter, please complete the [Model Chapter/Chapter of Excellence Submission online form](#). Only submissions made via the online form will be accepted. No exceptions.

Each Chapter attaining **Model Chapter** status will receive the following special recognition:

- Customized podium banner inscribed with the Chapter's name and current year to display at local functions and events.
- Model Chapter lapel pins for distribution to Chapter Board Members.
- Special mention in the National Defense magazine and on the NDIA website.
- A monetary award of \$500

Chapters must meet 100% of criteria to earn Model Chapter status and the aforementioned rewards.

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- Customized podium banner inscribed with the Chapter's name and current year to display at local functions and events.
- Model Chapter lapel pins for distribution to Chapter Board Members.
- Special mention in the National Defense magazine and on the NDIA website.
- A monetary award of \$ 1,000

Chapters must meet 100% of criteria to earn Chapter of Excellence status and the aforementioned rewards.



MODEL CHAPTER CRITERIA	CHAPTER OF EXCELLENCE CRITERIA
Ensure ALL Board Members of the Chapter are NDIA Members in good-standing.	Ensure ALL Board Members of the Chapter are NDIA Members in good-standing.
Provide updated Leadership Boards once per year, within a week of Chapter Leadership elections.	Provide updated Leadership Boards once per year, within a week of Chapter Leadership elections.
Ensure NDIA Chapter Operating Principles are approved and signed by Chapter President and NDIA Leadership.	Ensure NDIA Chapter Operating Principles are approved and signed by Chapter President and NDIA Leadership.
Maintain Chapter website. Ensure accuracy of content for Chapter leadership, upcoming events, and NDIA privacy statement.	Maintain Chapter website. Ensure accuracy of content for Chapter leadership, upcoming events, and NDIA privacy statement.
Promote Membership at all events. Maintain recruitment and retention plan and share best practices with NDIA National.	Promote Membership at all events. Maintain recruitment and retention plan and share best practices with NDIA National.
Conduct events that strengthen NDIA corporate, individual, and government Membership growth. Maintain participation levels from previous year.	Conduct events that strengthen NDIA corporate, individual, and government Membership growth. Maintain participation levels from previous year.
Host at least one Membership Networking event to recruit new Members to join.	Host at least one Membership Networking event to recruit new Members to join.
Participate in at least one local military and/or educational initiative in the areas of STEM, local ROTC Military Programs, Wounded Warriors, USO, Fisher House, or like initiatives.	Participate in at least one local military and/or educational initiative in the areas of STEM, local ROTC Military Programs, Wounded Warriors, USO, Fisher House, or like initiatives.
Submit fiscal year and quarterly financial reports no later than required dates.	Submit fiscal year and quarterly financial reports no later than required dates.
Ensure Chapter is financially self-sustaining with annual income exceeding annual expenses.	Ensure Chapter is financially self-sustaining with annual income exceeding annual expenses.
Initiate communication with Members via e-mail, Chapter website, blog post, newsletter and/or other sources of outreach at least once quarterly. A current Chapter Member list will be provided from NDIA upon request.	Initiate communication with Members via e-mail, Chapter website, blog post, newsletter and/or other sources of outreach at least once quarterly. A current Chapter Member list will be provided from NDIA upon request.
Ensure president or other representative participates in NDIA Leadership Conference.	Ensure president or other representative participates in NDIA Leadership Conference.
	Develop and maintain a Leader succession plan.
	Ensure fundraising and scholarships meets prior year levels.
	Exceed the previous year's corporate Membership total.
	Designate a Board Member to participate in and/or support at least one of the NDIA Divisions. Conduct at least one function related to that Division.
	Designate a NDIA Chapter Board Member liaison with the local Women In Defense (WID) Chapter Board to promote mutual support and joint ventures (if applicable and should be reciprocal).
	Nominate annually a candidate for one of NDIA's major awards (Forrestal and Sridhar) by the required due date.