



Women In Defense MODEL CHAPTER PROGRAM

(Participation in program is voluntary)



NDIA MODEL CHAPTER PROGRAM 2016

MISSION

The program was established by NDIA in 2001 to promote the continuing relationship and open communication between National and its chapters. The chapter structure is a vital and beneficial networking outlet for members to reinforce the goals and mission and expectations of NDIA. In 2015, the Model Chapter Program was adopted by Women In Defense, with minor changes to the criteria as appropriate for our Chapters.

The criteria for Model Chapters permit each chapter to measure its own performance, and determine whether or not it meets the goals of achieving Model Chapter status. The program is an annual evaluation. Once a chapter feels that it has met the criteria, the board of directors is encouraged to submit documentation to NDIA National for confirmation. You will see that several of the criteria are **mandatory** for reasons that will be obvious upon your review.

SCHEDULE

The timeline for the fiscal 2016 year is as follows:

- Roll-out of revised (Jan 16) WID Model Chapter Criteria (March 2016)
- Self-evaluation of Chapter for CY 2016 forwarded to WID National (January 2017) (forms To Be Supplied at a later date)
- Review by WID National Board (January 2017 – March 2017)
- Announcement of Model Chapters at WID National Leader's Forum/Annual Conference (March 2017)

MODEL CHAPTER CRITERIA

1. Designate board member(s) to participate in and support one or more of our thirty-two divisions, i.e. "Science Technology, Engineering and Mathematics Workforce Program (STEM)" or "Small Business", etc. Conduct at least one relevant event associated with any division to promote local awareness. *
2. Ensure chapter board members are WID members in good-standing. *
3. Designate a board member as a liaison to NDIA Chapter board to promote mutual support and joint ventures (should be reciprocal).
4. Ensure chapter bylaws are current and approved by leadership of chapter and National. *
5. Ensure chapter is financially self-sustaining with income exceeding expenses. *
6. Submit audited, annual financial report within required date as requested by National. *
7. Coordinate local events with National prior to date commitments to prevent schedule conflicts within a geographic area. View National events from National website. *
Apprise National of any senior/executive level speakers in accordance with NDIA Policy.

8. Initiate frequent communication with members via e-mail announcements, homepage link, or other sources (*National maintains member database for such use*). Provide input to *National newsletters*.
9. Take part in local programs supporting military and educational facilities that align with our mission such as STEM outreach, ROTC Military, Wounded Warriors, USO, Fisher House, etc. *
10. Promote member recruitment and retention. Achieve growth for year over year membership growth.
11. Monitor content of chapter website to ensure accuracy of board members, upcoming events, community and defense-related issues, NDIA privacy statement and more.
12. Ensure chapter leaders have working knowledge of the content in *WID Chapter Management Manual*. *
13. Maintain quality assurance of our branding name by using correct versions of WID, NDIA National and WID chapter logos on all communication vehicles such as website, flyers, letterhead, etc.
14. If called upon by another chapter for support, help it by communicating success stories, perspectives and ideas of your chapter. Ensure that the chapter participates in the bi-monthly chapter call conducted with National.
15. Conduct valuable events for members during the year to include: at least two professional development/educational events and at least one networking event. Strive to achieve year over year attendance growth.
16. Support WID Scholarships through either participation/support to the National HORIZONS Scholarship program or through establishment of a local scholarship.

Mandatory criteria *