

CHAPTER OPERATING REQUIREMENTS (CORE)



The following are the CORE elements broken down into five categories. Reminder: CORE deadline is January 31st every year.

1. Administrative Component
 - 1.1. The chapter's mission, vision, and bylaws align with those of ASTD. Additionally, the chapter meets the ASTD brand identity guidelines.
 - 1.2. The chapter maintains written position descriptions for elected chapter board members.
 - 1.3. The chapter members participate in the nomination and election of the chapter board.
 - 1.4. The chapter creates an operational plan that includes but is not limited to:
 - annual goals;
 - communication/marketing strategy;
 - recruitment/retention strategy; and
 - succession planning strategy.
 - 1.5. The chapter submits a current board roster in Excel format with CORE submission and updates ASTD Chapter Services as changes occur.
 - 1.6. The chapter submits a current membership roster in Excel format to ASTD Chapter Services with CORE submission.
 - 1.7. The chapter board meets at least once per quarter and makes meeting minutes available to members.
 - 1.8. The chapter board completes a risk management assessment.
2. Financial Component
 - 2.1. The chapter complies with federal and state reporting requirements.
 - 2.2. The chapter board develops and approves an annual operating budget and makes it available to members.
 - 2.3. The chapter board ensures an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the chapter's finances.
3. Membership Component
 - 3.1. The chapter board assesses its members' needs and satisfaction levels at least once per year.
 - 3.2. The chapter achieves minimum joint chapter/national membership levels according to the following criteria and timeline:
 - 30% or 20 joint members (whichever is greater) by 12/31/08;
 - 35% or 20 joint members (whichever is greater) by 12/31/09;
 - 40% or 20 joint members (whichever is greater) by 12/31/10;
 - 45% or 20 joint members (whichever is greater) by 12/31/11; and
 - 50% or 20 joint members (whichever is greater) by 12/31/12.
4. Professional Development Component
 - 4.1. The chapter board members maintain joint chapter/national membership and participate in both annual chapter and national leadership development opportunities.
 - 4.2. The chapter provides at least six (6) professional development activities per year for members.
5. Communication Component
 - 5.1. The chapter maintains a current website with up-to-date information.
 - 5.2. The chapter disseminates a communication piece to members at least once per quarter that includes chapter and national programs and initiatives.
 - 5.3. The chapter board produces, and shares with members, an annual report that includes but is not limited to:
 - membership numbers;
 - financial performance; and
 - progress toward annual goals.

For additional information about the CORE elements, please visit the CORE webpage on ASTD's Chapter Leader Community website, http://www.astd.org/membership/chapterleadership/core_introduction.htm