

CHAPTER SELF-ASSESSMENT DATA SHEET

This self-assessment document has been designed to assist the Chapter Membership Team in evaluating the effectiveness of the chapter. The Chapter Leadership Team is encouraged to complete it annually. This will give chapter leaders the advantage of comparing results from year to year in order to determine trends or areas of concerns which should be addressed.

I. Demographics

A. Composition	Number	% of Total
Active Members: Actively Teaching	_____	_____
Active Members: Retired/Actively Engaged*	_____	_____
Active Members: Retired/ Not Actively Engaged	_____	_____
Active Members: Career Interrupted	_____	_____
Honorary Members	_____	_____
Limited Members	_____	_____

(*Note: examples of actively engaged include regularly subbing or volunteering in schools, supervising student teachers, teaching evening classes, GED classes, college classes, etc.)

B. Estimate the age range of your members

Age Range	Number
21-24	_____
25-35	_____
36-45	_____
46-55	_____
56-65	_____
Over 65	_____

II. Recruitment

A. List how many members your chapter has initiated over the past three years.

Year	Number
_____	_____
_____	_____
_____	_____

B. Prospective Members and Candidates for Membership

1. Do you have a thorough orientation program for candidates for membership?
Yes _____ No _____

2. Does your Chapter Membership Chairman have the support of the rest of the chapter membership team: immediate past chapter president, chapter president, chapter president-elect and all chapter members? Yes _____ No _____
- C. Have you tapped all available sources for new members in your area?
Yes _____ No _____
- D Does your chapter include members from the following:
1. Public/Private/Parochial/Separate (Canada) Schools? Yes _____ No _____
 2. Preschool/Elementary/Middle School/Junior High/Senior High/College/University?
Yes _____ No _____
 3. Nurse/Educator/Social Worker/Librarian/Specialists/Other?
Yes _____ No _____

III. Retention

- A. Are new members “nurtured” and involved immediately in the life of your chapter?
Yes _____ No _____
If not, what can you do differently? _____

- B. How many members have you lost as a result of resignation or non-payment of dues over the past three years?
- | Year | Number |
|-------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
- C. Why do the majority of your members resign?

- D. Do you inform those who resign that they may apply for reinstatement (refer to [Bylaws](#) ARTICLE III: Membership, Section 9) and explain the process?
Yes _____ No _____
- E. Do you take any of the following steps to prevent resignations?
- Investigate Non-Involvement Through Personal Contact? Yes _____ No _____
- Offer Active-On-Leave Status? Yes _____ No _____
- Offer Limited Status? Yes _____ No _____
- Revise Your Programming? Yes _____ No _____
- Adjust day and time of meeting? Yes _____ No _____

F. Do all members take an active part in the chapter? Yes _____ No _____
If not, what can you do to remedy this? _____

G. Chapter President – Communications

1. Are communications from the State/Provincial/National President regularly shared with your chapter? Yes _____ No _____
2. Are communications from International regularly shared with your chapter?
Yes _____ No _____
3. How well informed are your members? (Check One)
_____ Very Well Informed
_____ Fairly Well Informed
_____ Not Informed
4. Are all members aware of scholarships and grants available to them?
Yes _____ No _____

IV. **Member Involvement**

A. Do you have actively functioning committees in your chapter? Yes _____ No _____

B. Do you sense that every member feels she is important to the other chapter members?
Yes _____ No _____
If no, how can you make every member feel an integral and vital part of the chapter?

C. Attendance at city/area councils, district meetings, state/provincial/national conventions and gatherings, regional conferences and International conventions:

1. Are your members knowledgeable of the meetings noted above?
Yes _____ No _____
2. Is attendance urged for the meetings noted above? Yes _____ No _____
If no, which meetings need to be better communicated to your members?

3. Does your chapter have a fund to support attendance at each meeting noted above?
Yes _____ No _____
If yes, is it fully utilized? Yes _____ No _____
If it is not fully utilized, why not? _____

V. **Chapter President – Leadership Development**

A. Are your members encouraged to seek office at the following levels?

	Yes	No
Chapter Level	_____	_____
City/Area Council Level	_____	_____
District Level	_____	_____
State/Provincial/National Level	_____	_____
International Level	_____	_____

B. Do you have a comprehensive orientation for newly installed chapter officers and committee chairmen? Yes _____ No _____

C. Do you groom members for leadership roles? Yes _____ No _____
If no, what can you do differently? _____

VI. **Chapter President - Meetings**

A. Are the time, place and topic for your meetings shared well in advance and noted in the chapter yearbook and reminders through social media? Yes _____ No _____

B. During the last year, did some of your meetings lack a quorum?
Yes _____ No _____
If yes, what could have done to prevent this? _____

C. Is programming designed to meet the personal and professional needs of the membership? Yes _____ No _____

D. Have you polled your members to determine what topics and types of programs they would like? Yes _____ No _____

E. Is the composition of your meetings such that members want to come back?
Yes _____ No _____

1. Is your agenda well-planned? Yes _____ No _____

2. Do your meetings begin and end on time? Yes _____ No _____

F. Are your meeting times and places convenient to the majority of your members?
Yes _____ No _____

G. Are you sensitive to the amount of time your members can give to Alpha Delta Kappa projects and activities? Yes _____ No _____

H. Do you consider the financial “capacity” of your members when planning special events? Yes _____ No _____

I. Do you have a fraternity education activity at each meeting? Yes _____ No _____

J. How long has it been since your chapter studied the International Bylaws? _____

K. Are you aware of the Alpha Delta Kappa Code of Ethics? Yes _____ No _____

L. Do you follow the Officer and Committee duties found in the International Bylaws? Yes _____ No _____

VII. **Administration**

A. Does your chapter president share the full packet of information and forms with the appropriate officers and committee chairmen? Yes _____ No _____

B. Are the following reports submitted on time? (check all that apply)

_____ H-114 Annual Chapter Highlights Summary by June 30

_____ H-138 Dues Payment postmarked by January 31

_____ H-103 Membership Application/Report of Initiation submitted **immediately following initiation** of new members

_____ H-154 Petition for Reinstatement after unanimous chapter vote

C. Immediately upon any change of member status or address, the update is completed on the International website by going to the DIRECTORY tab.



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