| Task | Assigned to | Status |
|---|---|---|
| STUDENT MEMBERSHIP - Increase number of student members. Show us: your student membership numbers from August 2017 and August 2018. (2 pts) | Ask after August 31 | |
| PROFESSIONAL MEMBERSHIP - Increase number of Professional members and/or New Tech Comm Professional members. Show us: your professional membership numbers from August 2017 and August 2018. (2 pts) | | |
| SUMMIT – Have one or more representatives attend the 2018 STC Summit Leadership Program (1 pt) Show us: a list of those who attended Leadership Day. | To be updated in May | |
| LEADERSHIP WEBINARS – Have your community leaders attend STC's Leadership webinars (when available). (Note: in the event there are no leadership webinars offered, this point will automatically be awarded to all communities.) (1 pt) Show us: a list of those who attended (and which webinar(s) they attended). | Debra | |
| PROMOTE STC - Promote STC membership (through social media, brochure distribution, contacting people directly). SIG and Student members can participate through brochure distribution at their workplace or classrooms, individual Twitter or FB posts, or SIG/Student group Twitter or FB posts. Show us: a list of the ways you did this. Note: "We talk about STC membership before our meetings begin" does not count for this item. (3 pts) | Nick | Complete |
| WEBSITE LINK – Promote STC membership through your website with a prominent link to the STC Membership page. Show us: a hyperlink from your website to where this link is included. Note that this is not the same as having a link to the STC home page. (1 pt) 1 | | |
| PROMOTE SOCIETY-LEVEL ACTIVITIES – Promote Society activities such as the ISA competition, STC webinars, Summit, etc. Show us: a list of the activities that you promoted and how you promoted them. (1 pt for each activity promoted, up to 3 pts | | |
| TRANSITION - Conduct leadership transition meeting(s). Show us: evidence of the meeting, (i.e., an e-mail invitation to the meetings or the agenda used for the meetings). (1 pt) 1 | | |
| SUCCESSION – Have a leadership training/succession plan (for incoming leaders replacing existing leaders). Show us: evidence that you are actively seeking new leaders to step up for each election year (i.e., a list of leadership opportunities, an email or article about open leadership positions, and a leadership succession plan). | | |
| PLAN – Have a leadership plan for the 2018 leadership year which shows your leadership roles and responsibilities within your community (this is different than your general community plan for the year). Show us: a copy of your plan. (1 pt) | | |
| ORGANIZATION – Actively increase member volunteer engagement by moving toward a leaner/lighter leadership organization. Show us: a plan for increased volunteer engagement, or a description of how you have recruited new volunteers, for instance. | | |
| FISCAL RESPONSIBILITY – Communities should hold no more than two years of reserves, based on the 2013-2016 average budget. Use your additional funds to provide member value. For example, if you have $50,000 in the bank and your annual budget is $10,000, you need to spend down to $20,000 by 2020. You can do this by holding events (workshops, conferences, etc.), bringing in outside speakers, holding a mentoring event or job fair, etc.). Show us: that you do not hold excessive funds and how you spend your money on your members. If you have excess funds, show us your plan to spend down. (Note: if your community uses all funds that come in (i.e., SIGs), then you are considered fiscally responsible and can claim this item.) | Bethany | |
| ASSOCIATE FELLOWS – Research your list of Senior Members to find qualified candidates for Associate Fellow and encourage them to apply. Show us: a description of uhow you researched this topic, even if you did not find qualified candidates or if qualified candidates did not apply. (1 pt) | | |
| SOCIETY-LEVEL AWARDS – Encourage students to apply for the Sigma Tau Chi and Alpha Sigma awards. Encourage eligible Associate Fellows to apply for Fellow. Show us: a description of how you researched this topic, even if you did not find qualified candidates or if qualified candidates did not apply. (1 pt) | FTC task | |
| CONFERENCE PRESENTATIONS – Encourage your members to take on a leadership role in the technical communication community by presenting at an STC regional conference, the STC Summit, or any local non-STC conference. Show us: a list of members who presented at conferences in 2018, including their presentation topic (you can count only one presentation per person cited). (1 pt per person, up to 3 pts) | Debra | Spoke in front of the Superion User Group Association (SUGA) on writing clear instructions for any task, procedure, or process |

| Task | Assigned to | Status |
|------|-------------|--------|

INFORMAL/SMALL GROUP ACTIVITIES - Conduct face-to-face social activities, networking lunches, book club meetings, etc. Show us: a list of these activities. Include the number of participants (STC and non-member) for each, if data is available. For SIGs, this can be any face-to-face meeting of 3 or more members (i.e., a meetup at the Summit). Note: this item and the one below were intentionally created to level the playing field between virtual and geographic communities. (Geographic/Student, ½ pt each up to 3 pts; Virtual, 1 pt each up to 3 pts)

INFORMAL VIRTUAL ACTIVITIES – Conduct virtual meet-up opportunities. Show us: a list of these activities that you have provided for your membership and list the number of attendees at each, if data is available. Note: this item and the one above were intentionally created to level the playing field between virtual and geographic communities. (Geographic/Student, 1 pt each up to 3 pts; Virtual, ½ pt each up to 3 pts)

MENTORING – In addition to the Mentor Board, mentor students and other STC members. For example, this can be a face-to-face or virtual program on resume writing or interview skills. (Note: Offering scholarships or having a mentor/mentee matchup on your community website do not count for this item.) Show us: how your community mentors students and other STC members. (2 pts) — Bethany

CONTESTS – Hold a contest of any kind (for example, logo design contest, membership drive contest, etc.). This is not the same as holding a Tech Comm competition. Show us: a list of the contests offered and a copy of the contest announcement or an article about the contest winners. (1 pt)

MEMBER RECOGNITION – Recognize exceptional volunteers within your community. Show us: a list of the honorees and how they were honored. (1 pt

FACE-TO-FACE PROGRAMS – Offer face-to-face educational programs. This can include virtual meetings that have a Skype or similar element to it. Include the number of attendees, if data is available. Show us: a list of the educational programs your community held in the year 2018 (normal meetings). (1 pt each, up to 5 pts)

VIRTUAL PROGRAMS – Offer virtual programs. This can include a Skype meeting of 3 or more members or a face-to-face meeting with a virtual element. This also can include recordings of face-to-face meetings that are made generally available to those who could not attend (however, you need to show numbers of views of the recording to count that). Show us: a list of the programs you held that were available virtually (through an online meeting space, for example). Include the number of attendees, in person and virtually, if data is available. (1 pt each, up to 5 pts)

WORKSHOPS – Host at least one* in-person (at least ½ day) or virtual workshop (at least 2 hours). Include the number of attendees. Show us: details of your workshop and the number of attendees for the workshop. (*list additional workshops in the Bonus section) (1 pt)

EDUCATION PROMOTION - Use community funding to promote member education. This can include any program that your community organizes that has a teaching element. Show us: a written explanation of how you promote member education and, if applicable, a copy of articles promoting member education. (1 pt)

STUDENT OUTREACH - Provide outreach to students to promote STC and/or technical communication (i.e., job fair, resume workshop, informational interviews, providing judges at local science fairs, scholarships, etc.). SIGs and Student chapters can claim this item if you sign up 5 students to the Mentor Board (in addition to the 3 max. claimed in the Member Engagement section). Show us: articles, event notices, or an explanation of methods you use to encourage students. (5 pts) Possibly a resume workshop

COMMUNICATION/PUBLICATIONS - Publish a newsletter or blog at least quarterly and share links to (or copies of) each newsletter or blog with two or more other communities. Show us: copies or links to each publication and proof that you shared them with two or more other communities. (2 pts) Newsletter. — Nick

STC COMMUNITY OUTREACH – Share one or more of your programs with at least two other STC Communities (evidence of this can be a copy of your e-mail invitation). This can be an invitation to a face-to-face program for another community that is located near you or it can be an invitation to a virtual meeting or a face-to-face meeting that has a virtual element. Show us: copies of the e-mail used to share your programs (or links to them) with at least two other communities. (1 pt — Alex

SOCIAL MEDIA – Engage in social media for the promotion of STC and your community.