

# MOAA CHAPTER SELF-EVALUATION CHECKLIST

## CHAPTER MEMBERSHIP:

Regular:

Surviving spouse:

Total:

## I. CHAPTER ADMINISTRATION

1. Does your chapter establish and publicize yearly goals?

Yes (3) No (0)

2. Does the chapter follow up on and review its goals?

Yes (1) No (0)

3. Has a program committee or chair been appointed to plan and execute chapter activities?

Yes (1) No (0)

4. Does the chapter produce an annual schedule of activities before the first board meeting?

Yes (1) No (0)

5. Does the chapter have a physical mailing address to facilitate the receipt of correspondence?

Yes (1) No (0)

6. Does the chapter regularly conduct an official program or event?

At least 12 times a year (3) At least six times a year (2)

7. Does the chapter submit an updated chapter officer listing to MOAA's Council and Chapter Affairs Department within 30 days of an election of new officers?

Yes (3) No (0)

8. Are all elected officers and directors MOAA members or spouses of MOAA members in good standing?

Yes (5) No (0)

9. Are chapter members also MOAA members?

98% or more (5)

95%-97% (2)

92%-94% (1)

Less than 92% (0)

10. Does the chapter have a legislative liaison to receive and distribute MOAA's legislative information?

Yes (1) No (0)

11. Are legislative reports presented at each meeting or published in the newsletter?

Yes (1) No (0)

12. Does the chapter have a transition liaison/professional networking representative? Is the representative participating in a state networking program? Is he or she registered as a networking contact in national MOAA's Transition Center database?

Yes (1) No (0)

13. Has the state council president made contact with the networking representative?

Yes (1) No (0)

14. Has the chapter established a personal affairs program?

Yes (1) No (0)

15. Does the chapter have a designated email point of contact to receive and disseminate legislative information from national MOAA to chapter officers and/or members?

Yes (1) No (0)

16. Does the chapter have a membership chair?

Yes (2) No (0)

17. Is a membership roster sent to MOAA's Council and Chapter Affairs Department at least once a year?

Yes, by email (3)

Yes, paper copy (1)

No (0)

18. Does the chapter participate in chapter membership recruiting program?

Yes (3) No (0)

19. Is the chapter a member of the state council (if one exists)?

Yes (5) No (0) N/A

## **II. CHAPTER ACTIVITIES**

1. Does your chapter have greeters for all social activities to welcome new members?

Yes (1) No (0)

2. Are all newcomers warmly received, given personal attention during the meeting, and preassigned to a table, if appropriate? Are they recognized during the event?

Yes (1) No (0)

3. Does the chapter conduct year-round membership drives designed to enhance both recruiting and retention of current and new chapter members?

Yes (3) No (0)

4. Does the chapter aggressively follow up with those individuals who have not renewed their membership?

Yes (1) No (0)

5. Do chapter members participate in national MOAA activities? For instance, did a representative attend MOAA's last regional symposium or annual meeting when one was held?

Yes (1) No (0)

6. Does the chapter regularly participate in state council activities (if one exists)? For instance does it nominate chapter members when solicited and send representatives to council board meetings and state conventions when they are held?

Yes (3) No (0) N/A

7. Does the chapter sponsor local ROTC or Junior ROTC programs, if they exist?

Yes (2) No (0)

8. Does a chapter representative present gold bars, medals, ribbons, and/or certificates to deserving participants in ROTC or Junior ROTC programs?

Yes (1) No (0)

9. Does the chapter have an established scholarship program or make contributions to an established scholarship program administered by national MOAA or another affiliated organization?

Yes (1) No (0)

10. Does the chapter participate in a community action project that enhances the chapter's and MOAA's image in the local area?

Yes (1) No (0)

11. Does the chapter partner with the local Chamber of Commerce, veteran service organizations, or other similar organizations, which can enhance chapter exposure in the community and help chapter recruiting?

Yes (1) No (0)

12. If a member of national MOAA's staff or board of directors hasn't visited the chapter within the past four years, has the chapter requested a visit?

Yes (1) No (0)

13. Has the chapter had a federal, state, or local elected official as a guest speaker within the last two years?

Yes (1) No (0)

14. Does the chapter sponsor fundraising programs to support chapter financial needs, e.g., dances, bake sales, auctions, picnics, etcetera?

Yes (1) No (0)

### **III. CHAPTER COMMUNICATION**

1. Does the chapter regularly publish a newsletter or post information to a website?

Yes (3) No (0)

2. Is a copy or electronic link of the chapter newsletter sent to MOAA's Council and Chapter Affairs Department?

Yes (1) No (0)

3. Has the chapter set up an electronic network of communication, e.g., network of chapter members with email capability?

Yes (3) No (0)

4. Does the chapter take advantage of the local media for coverage of chapter activities?

Yes (1) No (0)

### **IV. EVALUATION**

TOTAL POINTS:

Maximum Points 70

Outstanding: 63 - 70

Excellent: 55 - 62

Satisfactory: 49 - 54

Improvement Needed: 48 and below

