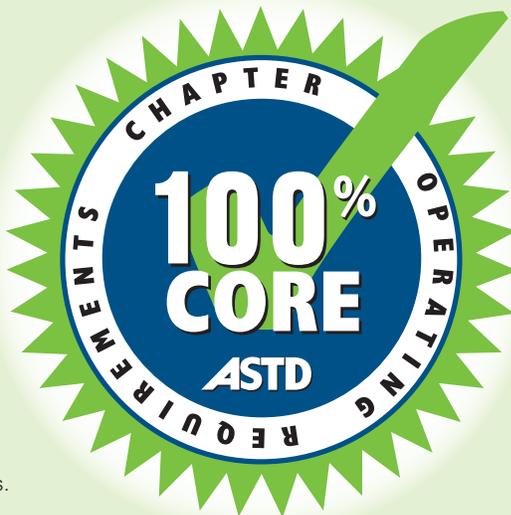


CHAPTER OPERATING REQUIREMENTS (CORE)



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.
Reminder: All chapters are required to file annual Form 990 or Form 990N with the IRS.
- 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.
Reminder: All chapters are required to provide its most recent balance sheet and income statement.

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 timeline and criteria:
 - The chapter achieves by 12/31/13 a minimum of 20 joint chapter/national members (the original chapter chartering requirement) or 40 percent of the chapter's membership, **whichever is greater**;
 - The chapter achieves by 12/31/14 a minimum of 20 joint chapter/national members (the original chapter chartering requirement) or 45 percent of the chapter's membership, **whichever is greater**; and
 - The chapter achieves by 12/31/15 a minimum of 20 joint chapter/national members (the original chapter chartering requirement) or 50 percent of the chapter's membership, **whichever is greater**.

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 (CLC) website.

Reminder: All chapters are required to submit, along with the online survey, the following documents: 1) 2014 Chapter Board Roster, 2) 2013 Chapter Membership Roster, 3) 2014 Chapter Operating Plan, and 4) most recent Balance Sheet and Income Statement.

MAY 2013