



SECTION PLANNING - RESOURCE FORM

Complete this form prior to beginning planning and update immediately following the end of the Section's fiscal year. Share the planning form content with incoming Section leadership. Assign a person to track and update the Resource Form during the year.

CATEGORY: SECTION MANAGEMENT

SM 1 - Annual Planning Meeting

Activity

- Appoint a planning committee
- Complete a member interest/assessment survey
- Hold a planning meeting
- Submit written plan to ISA

Yes/No

SM 2 - Budget and Tax Responsibility

Activity

- Section budget prepared and approved by Section Board
- Confirm percentage of dues rebate contributed to District if automatic through ISA headquarters
- Budget submitted to ISA Headquarters by the start of the section's fiscal year
- Required tax forms submitted on time
- Annual accounting review of Section books to include at least the following:
 - Section bank account with multiple signing authority on checks
 - Individual responsibility for budget items clearly identified
 - Expense reimbursement procedure defined
 - Regular financial reports to Section Board
 - Incorporation fee paid when due

Yes/No

SM 3 - Section Organization and Leadership Protection

Activity

- Section Incorporated
- General Liability Insurance Purchased
- Officers and Directors Liability Insurance Purchased

Yes/No

SM 4 - Keep Accurate Minutes of All Board Meetings

Activity

- Minutes kept and distributed for each Board Meeting
 - # of meetings _____

Yes/No

SM 5 - Prepare and Send Agendas Prior to Board Meetings

Activity

- Agendas prepared and sent at least one week prior to meetings
 - # of meetings _____

Yes/No

SM 6 - Hold Board Meetings Regularly

Activity

- Board meetings held on schedule
 - # of meetings _____

Yes/No

CATEGORY: LEADERSHIP DEVELOPMENT

LD 1 - Section Leaders Attending ISA Leadership Programs, including Web-based leader training

Activity

- Section Leaders at President's Spring Meeting Training
 - # attending_____
- Section Leaders at President's Fall Meeting Training
 - # attending_____
- Section Leaders participating in Web-based training
 - # participating_____

Yes/No

LD 2 - Section Leaders in Attendance at District/Region Leadership Conference/Meetings

Activity

- Section Leaders Attending District/Region Leadership Conference
 - # attending_____
- Section Leaders Attending Other District/Region Meeting(s)
 - # attending_____

Yes/No

LD 3- Report Section Leader Names to ISA

Activity

- Names Reported to ISA by the start of each fiscal year

Yes/No

LD 4 - Transition System in Place

Activity

- Nominating Committee activated
- Committee Vice-chairs Appointed
- Section Archives in Place
- "Term Limits" for Leaders Defined
- New Leader Orientation Session held

Yes/No

LD 5 - Section Leaders in Attendance at Other ISA Meetings

Activity

- Section Represented at Society Delegates Meeting

Yes/No

CATEGORY: SECTION SERVICE

SS 1 - Active Committee Chairpersons

Activity

Chair Appointed for Committee:

- Education (Technical)
- Program

Yes/No

- Newsletter/News & Views
- Membership
- Nominating
- Finance and Budget
- Student Section Liaison Rep
- Marketing
- Historian
- Honors & Awards
- Exhibit
- Section-Division Relations
- Standards & Practices
- Web Master

SS 2 - Hold Section Member Meetings on Schedule

(Minimum required: 3 meetings per year)

Activity

Yes/No

- Section Meetings Held on Schedule
 - # meetings _____
 - Average meeting attendance current Section year: _____
 - Average meeting attendance previous Section year: _____

SS 3 - Section Communications

Activity

Yes/No

- Newsletter Sent on a Regular Basis
 - # sent _____
- Section uses fax database to communicate
 - How often? _____
- Section maintains online mail list for Section
- Section provides www Home Page
 - How many members access? _____
- Section regularly uses a phone tree
 - How often? _____
- Sent Quarterly Reports to District VP

SS 4 - Student Member and Student Section Support

Activity

Yes/No

- Provided speakers for Student Section Meetings
 - How many meetings? _____
- Awarded Scholarship(s)
 - How many? ____ TOTAL \$ _____
- Sent student(s) to District Leadership Conference
 - How many? _____
- Provided financial support for International Student Games
 - How much? \$ _____
- Donated ISA Publications or lab equipment to school
 - VALUE \$ _____

SS 5 - Section Support

Activity

Yes/No

- Helped Charter Student Section
Name: _____
- Helped Charter Regular Section
Name: _____
- Reactivated inactive Section
Name: _____
- Helped create a sub-group (or topic specific committee)
Name: _____

SS6 - Education Program

Activity

Yes/No

- Held education program(s)
Program name: _____
Date: _____

- Program name: _____
Date: _____

SS 7 - Honors and Awards

Activity

Yes/No

- Recognized Section Leaders
- Presented Section Awards to Deserving Individuals
- Nominated Section Member(s) for Fellow Grade
- Nominated Section Member(s) for Society Award(s)

(President's Name - Please Print)

(President's Signature)

(Section Name)

(Date)

(District)