

***REGIONAL  
OFFICER  
MANUAL***

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## **REGIONAL BASICS**

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### **MISSION STATEMENT**

A mission statement for CCIM's regions was originally created at the Regional Officer's 1990 Strategic Planning Meeting. The following reflects the current Mission Statement (most recent revision – November, 1994)

“To be a leadership resource for the provision of information, products and services to members and chapters as an advocate and representative in order to facilitate their success.”

The Mission Statement should be periodically reviewed and amended by the Regional Activities Committee.

### **CHARACTERISTICS OF A REGION –**

- Marketplace where members do business
- Geography, contiguous, travel patterns (Physical barriers in certain areas only)
- Legal, regulatory (more an issue if mandatory continuing education is approved)
- Critical mass
- Chapter preference
- Politics (NAR Politics)

### **REGIONAL MEMBERSHIP**

All CCIM designees and candidates, who pay dues to the CCIM Institute and reside in the jurisdiction of the region, are considered members of the region, providing that they are members in good standing of CCIM Institute.

Designees must hold membership in NAR (local, state and national and/or Direct Institute Affiliate) to maintain their Active CCIM status. Candidates are not required to belong to NAR, but are strongly encouraged to do so.

## OFFICER ELECTION PROCESS

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### TIMING OF ELECTION

The term of office for regional officers no longer mirrors that of chapter officers. It is recommended elections for new regional officers be held on or before April 1 of each year. However, elections only need to be held in the event of an expiration of term or vacancy.

For example, the region elects officers for one year. It will be up to the regional board of directors (chapter presidents) on the length of a regional officer term. An election is held only in that region as needed or if a regional vice-president resigns. In the case of a regional vice-president resignation, the current first vice-president moves into the regional vice-president slot and an election is held for the remaining term of the first vice-president position.

### IDENTIFYING CANDIDATES

- The first step is to identify the qualified candidates for the vacant position(s). Individuals who hold the regional vice-president and first vice-president position must:
  - ▶ be a current CCIM chapter president or
  - ▶ must have completed a term as a CCIM chapter president.
- Refer to the listing of past chapter presidents to identify individuals from your region who have previously served as a chapter president.
- Solicit the aid of the current CCIM presidents of the various chapters in your region. Explain your purpose and ask for any recommendations they may have. Since each current chapter president is qualified as a candidate, inquire about his/her interest in filling the position.

### COMMUNICATING WITH POTENTIAL CANDIDATES

Once you have compiled your list of the qualified candidates, send a letter to each explaining the vacancy of the position and asking them to consider submitting their name for consideration. As a follow-up to your letter, it is recommended you call the candidates and personally solicit their participation. Once obtained, ask them to submit a cover letter and resume to your attention. This information will be necessary for review by the chapter presidents (i.e., Region's Board of Directors).

## SELECTION PROCESS

Information and/or resumes obtained from those candidates interested in the position should be submitted to each chapter president for their review. This should be done prior to voting so that each has a chance to review the material and make a thorough evaluation.

Voting by the chapter presidents and current regional officers, as members of the region's Board of Directors should either be conducted at a regional caucus or by mail ballot. Either way, the information and/or resume on each candidate should be resubmitted to each chapter president at that time.

The candidate elected must receive a majority vote from the chapter presidents. In the event that no candidate receives a majority vote, an additional ballot must be held. This vote will be between the two candidates receiving the greatest number of votes in the initial ballot. If this occurs, you may want to urge these candidates to solicit the support of the various chapter presidents.

## NOTIFICATION OF THE SELECTED CANDIDATE

**This should be done in four phases:**

1. Notification to the selected candidate congratulating him/her;
2. Notification to those candidates not selected apprising them of the election outcome and thanking them for their participation;
3. Notification to all chapter presidents in the region as to the outcome of their voting; and
4. Notification to CCIM INSTITUTE of names of new officers and term of office.

## REMOVAL OF OFFICERS

In the event that an officer is deemed to be incapable of fulfilling the elected duties, but will not resign from office voluntarily, the officer can be removed from office under the following procedure:

1. A petition requiring the removal of an officer and signed by not less than one-third of all directors shall be filed with the regional vice-president, or if the regional vice-president is the subject of the petition, with the next-ranking officer, and shall specifically set forth the reasons the individual is deemed unqualified for future service.

2. Upon receipt of the petition, and not less than twenty (20) days or more than forty-five (45) days thereafter, a special meeting of the Regional Board of Directors shall be held, and the sole business of the meeting shall be to consider the charge against the officer and to render a decision on such petition. This special meeting can be held via a conference call.
3. Notice of the special meeting shall be mailed to all Board members at least ten (10) days prior to the meeting and shall be conducted by the regional vice-president unless the regional vice-president's continued service in office is being considered. In this case, the regional first vice-president shall conduct the meeting. The officer who is the subject of the petition shall be permitted to appear and address the Board, either in person or through a representative. **Provided a quorum is present, a three-fourth vote of the Board present and voting shall be required to approve the petition and remove the officer.**

## **REGIONAL OFFICER RESPONSIBILITIES**

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### **MINIMUM RESPONSIBILITIES**

A list of "Minimum Regional Officer Responsibilities" was initially generated at the Regional Officer's Strategic Planning Meeting in St. Louis in 1989. This list is reviewed at the national business meetings

#### **REGIONAL OFFICERS' RESPONSIBILITIES**

**The regional officer facilitates networking for business within each chapter's jurisdiction and within the region. During the regional officer's tenure, he or she will:**

- 1.** Hold regional caucuses with chapter presidents and members twice a year at CCIM INSTITUTE meetings in the spring and fall and at chapter officer leadership training.
- 2.** Attend regional and chapter officer leadership training program and play an active role in facilitating sessions.
- 3.** Serve as a member (regional vice-presidents only) of the CCIM INSTITUTE Board of Directors representing chapters and members in the region.
- 4.** Serve as a mentor to the chapters through regular communication via phone, e-mail and fax. Chapter visitations will be done on an as-needed basis.
- 5.** Provide chapter status reports at the Regional Activities Subcommittee meetings.
- 6.** Deliver information, received at the National Meetings, to the presidents and membership.
- 7.** Provide strength to the CCIM Institute by joining together with other Regions to share best practices.
- 8.** Be available to assist Chapter leadership in growing their Chapters.

### **RESPONSIBILITIES OF FIRST VICE PRESIDENTS**

**It is expected that the First Vice-President will move up to serve as the Regional Vice-President.**

It is recommended that each officer hold his or her position for one-year, thus requiring a two-year commitment from the time the individual becomes First Vice-President. The First Vice-President should be available to work on special projects and other tasks as delegated by the Regional Vice-President.

First Vice Presidents should be encouraged to attend National meetings to learn observe and prepare for their term as Region Vice President.

## **BOARD OF DIRECTORS AND OFFICERS**

The regional vice-president and first vice-president should serve as the chairman and vice-chairman and voting members of the Board of Directors for the region.

The Board of Directors is a composite of the chapter presidents from all the chapters in the region. In addition, some regions may choose to have an elected Secretary and/or Treasurer serve on the Board.

The term of office of each member of the Board of Directors should be one year or until their successor is elected. The Board of Directors should hold three meetings a year, in conjunction with the midyear and annual meetings of CCIM INSTITUTE and Chapter Officer Leadership Training. A quorum at these meetings should consist of fifty percent of the Board members, provided that at least fifty percent of the chapter presidents are present.

## **MENTORING CHAPTER OFFICERS**

One of the duties of the regional vice-president and first vice-president is to serve as a mentor to the officers -- and particularly the presidents -- of the chapters within their region. As a mentor, the regional officer will:

- ▶ provide the chapter officers with patterns of successful behavior.
- ▶ help them learn.
- ▶ assist them with problem solving.

### **SUGGESTIONS FOR SUCCESSFUL MENTORING**

- Congratulate each chapter president on his or her election to office. At the conclusion of your term, write to your chapter presidents thanking them for their efforts, praising their accomplishments and encouraging them to support the incoming regional vice-president.
- Request the opportunity to meet with the chapter officers -- particularly important in the case of smaller and weaker chapters that really need your assistance -- and discuss the officers' roles during the coming year. This meeting doesn't have to be in person. Much can be accomplished in a phone call!
- Offer your assistance in setting realistic goals for the coming year and assist them in achieving those goals. Help the chapter officers do some long-range planning.

## SUGGESTIONS FOR SUCCESSFUL MENTORING (con't)

- Develop a regular form of communication with your region's officers. Consider starting a regional report that you send out once a month via e-mail or fax.
- Assure your chapter officers within your region that they will receive your assistance and the assistance of the national office. Make them aware that you will be available to the chapters and their Board of Directors to help in solving problems or suggesting solutions.
- Stay in regular contact with your chapter presidents. Make it a habit of communicating once a month.
- Encourage chapter attendance at the two CCIM INSTITUTE meetings and Chapter Officer Leadership Training.

## BEFORE RELINQUISHING OFFICE

1. Submit a report, in writing, to the chairman of the Regional Activities Committee summarizing the strengths and weaknesses of the chapters in your region together along with your recommendations for improvement. A copy should be given or sent to your incoming regional vice-president and to the appropriate staff at CCIM INSTITUTE.
2. Write to your chapter presidents thanking them for their efforts, praising their accomplishments and encouraging them to support the incoming regional officers.
3. **Relax and enjoy some time off!**

## **REGIONAL PROCEDURES AND ACTIVITIES DOCUMENTATION**

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### **PROCEDURE FOR REQUESTING REGIONAL BOUNDARY REALIGNMENT**

- 1.** A formal letter of consideration from the initiating chapter is to be sent to the regional vice-president of both affected regions.
- 2.** At the next meeting of the regional Board of Directors the request is considered and voted on. In this case, the Board consists of all chapter presidents in the region being asked to accept the additional territory.
- 3.** If the response is favorable, a petition is requested from the chapter. This document should be signed by no fewer than 75% of the designee and candidate members of the petitioning chapter at a regularly scheduled chapter meeting; no less than 10 of the signatures should be from designees.
- 4.** Upon receipt of the petition, a vote is taken at the next regional caucus of both affected regions.
- 5.** If the response is unfavorable, the Regional Activities Committee should review the issue at their next meeting to determine if there is a fair and reasonable basis for disapproval. They have the authority to arbitrate the discussions.
- 6.** Assuming a positive vote occurs, CCIM INSTITUTE headquarters is notified and a formal recommendation to modify the regional boundaries as requested is made to the Board of Directors by way of the Regional Activities Subcommittee.

### **REQUIRED ACTIVITIES IN CONJUNCTION WITH NATIONAL MEETINGS**

As a regional officer:

- You will automatically become a voting member of the Regional Activities Subcommittee.
  - ▶ Plan to attend all scheduled meetings of this group held in conjunction with the two CCIM INSTITUTE meetings.
  - ▶ At each subcommittee meeting you will provide a semi-annual report on the status of chapters within your respective region (See Appendix D).

- You are strongly encouraged to attend the programs offered by the Chapter Activities Subcommittee.
  - ▶ Regional caucuses are regularly scheduled for each region during the midyear and annual meetings and at Chapter Officer Leadership Training (whenever it is held separately from the national meetings).
- The regional vice-president sits on the Board of Directors as a voting member and should plan to attend the Board of Directors' meetings at the midyear and annual meetings of the CCIM Institute.

Periodically, regional officers will be asked by the chairman to serve on work groups of the Regional Activities subcommittee. Typically this requires some work between meetings and presenting reports at the two CCIM INSTITUTE meetings. Regional officers are also encouraged to volunteer to serve as members of other national committees.

#### **REGIONAL OFFICERS' CHAPTER VISITATION AND TRAVEL EXPENSE REIMBURSEMENT**

##### **While visiting each chapter, the regional officer should:**

- ✓ Identify any problem chapters.
- ✓ Visit weaker or potential problem chapters early in the year.
- ✓ Arrange to speak during full chapter meetings.
- ✓ Schedule the visit around a chapter's Board of Directors meeting.
- ✓ Explain what goes on at the national meetings and current national programs, policies and activities.

Regional vice presidents can be reimbursed up to \$1,000 for travel and related expenses (excluding per diem) to chapter meetings that would ordinarily not be attended. There are some basic procedures involved with travel funds and reimbursement:

- Requests for reimbursement of any expense of \$25 or more must be accompanied by documentation (i.e., original receipts, copies of invoices/bills, etc.) when sent to CCIM INSTITUTE headquarters.
- Prior to making a chapter visit; the regional officer will submit a "Travel/Expenses Form" indicating the anticipated costs associated with the trip .(Appendix B)
- Travel funds can also be used for teleconferencing, videoconferencing, or other methods of communication.

Each time a regional officer visits a chapter in the region it is his/her responsibility to submit a "Chapter Visitation Report" (Appendix C.) The completed report should be sent to the appropriate staff at CCIM INSTITUTE headquarters. You should retain a copy of the documentation for the Semi-Annual RVP Report Each RVP must provide an update on their local chapters at the two national meetings.



It is very important to report on the information gathered from attending chapter meetings to the national organization. This information helps assess the impact of national programs put in place to assist the chapters in their missions. It is also a way to monitor the effectiveness of regional officers in performing their duties.

## CHAPTER ANNUAL ACTIVITY REPORT

In 1993, all CCIM chapters were required to recharter with CCIM INSTITUTE in order to maintain their status as an official CCIM chapter. With this came the obligation for each chapter to meet annual minimum requirements in order to maintain their chapter charter. A copy of these minimum requirements is located in Appendix A and the Annual Activity Report is located in the CCIM Chapter Library at [www.ccim.com](http://www.ccim.com).

The CCIM INSTITUTE Regional Activities Committee developed the activity report while the CCIM INSTITUTE Chapter Activities Committee created the minimum requirements. The purpose is to verify annually compliance by CCIM chapters with minimum standards as required by all CCIM chapter bylaws. The requirements were established to ensure all CCIM chapters were offering a minimum level of service to its chapter members. A chapter's charter may be revoked if the chapter is found to be in violation of the terms in Article 2, Section 3 of the chapter bylaws.

The annual activity report will be sent to all chapters on **November 1<sup>st</sup> of each year with a deadline of January 15<sup>th</sup>**. The report will cover the preceding current year president should work with the incoming president to assure this report is complete prior to leaving office. The chapter administrative support staff should assist in completing the report. If there are any questions, contact the Chapter Coordinator at (312) 321-4504.

## **MINIMUM CHAPTER REQUIREMENTS**

- ▶ Maintain a minimum membership of 25 Designee and Candidate members.
- ▶ Hold Chapter meetings a minimum of four times per year.
- ▶ Annually elect officers.
- ▶ Annually appoint committee chairpersons for major chapter committees.
- ▶ Establish an active Chapter designation promotion committee.
- ▶ Establish an active candidate guidance committee.
- ▶ Establish an active membership committee.
- ▶ Prepare an annual Chapter budget.
- ▶ Prepare an annual directory of Chapter members.
- ▶ Arrange for Chapter representation at one national meeting per year.
- ▶ Offer two educational offerings per year for Chapter members.
- ▶ Offer at least one Chapter event per year where the primary purpose is member networking.
- ▶ Chapter participation in regional meetings and activities.
- ▶ Maintain an active chapter executive committee and/or board of directors.

**APPENDIX B- REGIONAL TRAVEL/EXPENSE FORM**

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**REGIONAL VICE PRESIDENT TRAVEL EXPENSE FORM**

NAME: \_\_\_\_\_

REGION: \_\_\_\_\_

CHAPTER VISIT TO: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ESTIMATED EXPENSES	AMOUNT
AIRFARE	\$
MILEAGE (37.5 cents per mile)	
TAXI	
LODGING	
FOOD/BEVERAGE	
TIPS	
MISCELLANEOUS/OTHER EXPENSES	
TELEPHONE/VIDEO CONFERENCE	
TOTAL EXPENSES	

*(PLEASE FAX THIS FORM TO: CCIM INSTITUTE/ REGIONAL FUNDING, 312- 321-4530 PRIOR TO YOUR CHAPTER VISIT. RVP REIMBURSEMENT IS LIMITED TO \$1000 PER YEAR. THANK YOU FOR YOUR COMMITMENT.)*

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**APPENDIX C – CHAPTER VISITATION REPORT**

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**CHAPTER VISITATION REPORT**

REGIONAL VICE PRESIDENT: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

MET WITH FOLLOWING CHAPTER OFFICERS:

\_\_\_\_\_

I. CHAPTER GOALS/OBJECTIVES:

- 1.
- 2.
- 3.

II. IS THE CHAPTER HOLDING MEETINGS?

III. WHAT IS APPROXIMATE ATTENDANCE?

IV. IS THE CHAPTER PLANNING TO HOLD AN EDUCATION PROGRAM?

V. WHAT SOCIAL/NETWORKING EVENTS ARE SCHEDULED?

VI. IS THE CHAPTER UTILIZING ITS WEBSITE? IS THE INFORMATION POSTED CURRENT?

VII. IS SOMEONE FROM THE CHAPTER GOING TO ATTEND THE CCIM NATIONAL MEETINGS?

VIII. HAS THE CHAPTER SELECTED THE OFFICERS TO ATTEND LEADERSHIP TRAINING  
(ENCOURAGE CHAPTER TO PLAN AHEAD)?

IX. SPECIAL ISSUES (INTERVENTION/ASSISTANCE REQUIRED):

SUMMARY/ADDITIONAL RVP COMMENTS:

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(Please fax this report to the Chapter Coordinator at (312) 321-4530 or e-mail to:  
[mwilliams@cciminstitute.com](mailto:mwilliams@cciminstitute.com).)

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**APPENDIX D – REGIONAL VICE PRESIDENT SEMI-ANNUAL REPORT**

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**Regional Vice President's Semi-Annual Report**

**Region:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This report summarizes the goals that each chapter had planned to achieve (and the results year-to-date) as well as other chapter information. The following are questions that you will want to ask the chapter presidents as you prepare your report.

**CHAPTER:**

*Goals:*

- 1.
- 2.
- 3.

*Results:*

*Additional Information:*

How often is the Chapter holding meetings?

What is approximate attendance?

What social or business events have the chapter held, or planning to hold, this year?

Are you, or is someone else from your chapter, planning to attend the CCIM national business meetings?

**CHAPTER**

*Goals:*

- 1.
- 2.
- 3.

*Results:*

*Additional Information:*

How often is the Chapter holding meetings?

What is approximate attendance?

What social or business events have the chapter held, or planning to hold, this year?

Are you, or is someone else from your chapter, planning to attend the CCIM national business meetings?

**CHAPTER**

*Goals:*

*Results:*

- 1.
- 2.
- 3.

*Additional Information:*

How often is the Chapter holding meetings?

What is approximate attendance?

What social or business events have the chapter held, or planning to hold, this year?

Are you, or is someone else from your chapter, planning to attend the CCIM national business meetings?

**CHAPTER**

*Goals:*

*Results:*

- 1.
- 2.
- 3.

*Additional Information:*

How often is the Chapter holding meetings?

What is approximate attendance?

What social or business events have the chapter held, or is planning to hold, this year?

Are you, or is someone else from your chapter, planning to attend the CCIM national business meetings?

**SUMMARY/ADDITIONAL RVP COMMENTS**

# CCIM CHAPTER ANNUAL ACTIVITY REPORT

Chapter Name:

Person submitting report (please specify if you are a chapter officer or administrator):

Phone #:

E-mail:

## \*\* ABOUT THE REPORT \*\*

THIS ACTIVITY REPORT WAS DEVELOPED BY THE REGIONAL ACTIVITIES SUBCOMMITTEE TO VERIFY ANNUAL COMPLIANCE BY CCIM CHAPTERS WITH MINIMUM STANDARDS. A CHAPTER'S CHARTER MAY BE REVOKED IF THE CHAPTER IS FOUND TO BE IN VIOLATION OF THE TERMS IN ARTICLE 2, SECTION 3 OF THE CHAPTER BYLAWS.

A LIST OF MINIMUM REQUIREMENTS IS ATTACHED. BELOW IS A CHECKLIST WHICH REQUIRES A RESPONSE AND SUPPORTING DOCUMENTATION. THIS REPORT AND DOCUMENTATION MUST BE SUBMITTED IN ELECTRONIC FORMAT. INTERNATIONAL OFFICERS, PLEASE CONTACT THE CHAPTER REDLATIONS MANAGER REGRDING SUBMISSION OF YOUR REPORT.

BEGINNING JANUARY 2005, THE INSTITUTE'S PRESTIGIOUS PRESIDENT'S CUP WILL SERVE AS AN ADDENDUM TO THIS REPORT. YOUR CHAPTER'S ENTRY SHOULD BE SENT AS A SEPARATE FILE. BE SURE TO INCLUDE THE BEST OF YOUR CHAPTER'S PROMOTION AND RETENTION CAMPAIGNS! SEE PRESIDENT'S CUP DOCUMENT FOR COMPLETE DETAILS.

YOUR ACTIVITY REPORT, SUPPORTING DOCUMENTATION, AND PRESIDENT'S CUP SUBMISSION ARE DUE WEDNESDAY, FEBRUARY 15, 2006.

## **MINIMUM CHAPTER REQUIREMENTS**

- ▶ Maintain a minimum membership of 25 Designee and Candidate members.
- ▶ Hold Chapter meetings a minimum of four times per year.
- ▶ Annually elect officers.
- ▶ Annually appoint committee chairpersons for major chapter committees.
- ▶ Establish an active Chapter designation promotion committee.
- ▶ Establish an active candidate guidance committee.
- ▶ Establish an active membership committee.
- ▶ Prepare an annual Chapter budget.
- ▶ Prepare an annual directory of Chapter members.
- ▶ Arrange for Chapter representation at one national meeting per year.
- ▶ Offer two educational offerings per year for Chapter members.
- ▶ Offer at least one Chapter event per year where the primary purpose is member networking.
- ▶ Chapter participation in regional meetings and activities.
- ▶ Maintain an active chapter executive committee and/or board of directors.

## ANNUAL ACTIVITY REPORT FORM

1. **MAINTAIN A MINIMUM MEMBERSHIP OF 25 DESIGNEE AND CANDIDATE MEMBERS**

Total number of current chapter members? \_\_\_\_\_

Total number of designees? \_\_\_\_\_

Total number of candidates \_\_\_\_\_

Please include a current chapter membership roster with updated contact information. (Excel format preferred.)

2. **HOLD CHAPTER MEETINGS A MINIMUM OF FOUR TIMES A YEAR**

Indicate the number of chapter meetings held last year? \_\_\_\_\_

Month	# of attendees

3. **DID YOUR CHAPTER ELECT OFFICERS LAST YEAR?**

Please indicate their names below:

President: \_\_\_\_\_

Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

4. **ANNUALLY APPOINT COMMITTEE CHAIRPERSONS FOR MAJOR CHAPTER COMMITTEES**

Did your chapter appoint chairs for the following committees?

Yes    No

If so, please indicate their name.

Membership Promotion Chairman:

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Candidate Guidance Chairman:

---

Designation Promotion Chairman:

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5. **ESTABLISH ACTIVE CHAPTER DESIGNATION PROMOTION, CANDIDATE GUIDANCE & MEMBERSHIP COMMITTEES**

**Please attach support materials which indicate activity of these committees. This might include membership recruitment information, designation promotion in local publications, study groups for candidates, etc.**

6. **PREPARE AN ANNUAL CHAPTER BUDGET**

Did your chapter prepare a budget for last year?    Yes    No

**(If yes, please include a copy with this report.)**

7. **PREPARE AN ANNUAL DIRECTORY OF CHAPTER MEMBERS**

Did your chapter develop a membership directory?    Yes    No

**If yes, please forward a separate copy with this report in electronic format (Excel preferred.).**

8. **ARRANGE FOR CHAPTER REPRESENTATION AT ONE NATIONAL MEETING PER YEAR**

Was your chapter leadership represented at any CCIM Institute national meetings last year?            Yes    No

Location(s):

---

Persons name(s):

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9. **OFFER TWO EDUCATIONAL PROGRAMS PER YEAR FOR CHAPTER MEMBERS**

Did your chapter hold any educational programs last year?    Yes    No

If yes, please indicate where and when those programs were held. Include program mailings or brochures if available.

<b>Program Date/Title</b>	<b>Program Location</b>

10. **OFFER AT LEAST ONE CHAPTER EVENT PER YEAR WHERE THE PRIMARY PURPOSE IS MEMBER NETWORKING**

Did your chapter hold a networking event?    Yes    No

If yes, please indicate below the date(s) and location(s). Include event materials if available.

<b>Program Date</b>	<b>Program Location</b>

11. **CHAPTER PARTICIPATION IN REGIONAL MEETINGS & ACTIVITIES**

Did the chapter leadership participate in regional meetings & activities last year (i.e., chapter officer leadership training, regional conference, etc.)?    Yes    No

Indicate below the event, who attended and location.

Event: \_\_\_\_\_

Chapter Representative(s):  
\_\_\_\_\_

Location: \_\_\_\_\_

12. **MAINTAIN AN ACTIVE CHAPTER EXECUTIVE COMMITTEE AND/OR BOARD OF DIRECTORS**

Did your chapter appoint an executive committee and/or board of directors?

Yes    No

If yes, please supply a list of their names and, if appropriate, positions.

## 2006 CCIM PRESIDENT'S CUP AWARD

### THE GOAL:

- To encourage and assist chapters, through this award
- To recruit and promote the value of chapter membership to CCIM designees and non-members
- To build a continuous awareness of the importance of recruitment through an ongoing membership campaign
- To reward chapters for developing innovative programs

### THE OBJECTIVES:

- Encourage CCIM chapters to recruit 100% of all Institute national members as chapter members
- Obtain 100% participation by all CCIM chapters.
- Recognize and reward those recruitment achievements and member programs by CCIM chapters demonstrating the highest degree of skill, ingenuity and innovation in promoting the membership benefits of the CCIM Institute.
- Pursue membership recruitment and retention through an ongoing membership campaign.

### CRITERIA:

 The criterion is based on CCIM chapters that have developed:

- The most innovative and outstanding chapter activities program
- This could include membership recruitment, retention, promotion, new members gained and/or programs including education activities, forecasting competitions and more.

### SELECTION GUIDELINES:

- Each participating chapter has the opportunity to be recognized for outstanding efforts. Every chapter that submits an entry along with their annual activity report, **by the February 15<sup>th</sup> deadline**, will receive the "Chapter of Excellence" award.
- There will be categories *for both large (over 200 members) and small (under 200 members) chapters*.
- Six premier awards will be granted. Three in each category.
- Submit all necessary information including documentation of programs and activities. A one-page executive summary detailing each chapter's plan and/or campaign is required.
- Be sure to fill out a complete entry form.
- All entries become the property of the CCIM Institute and will not be returned.
- Entries will be judged on the basis of originality and ingenuity.
- All entries must be submitted in electronic format (PPT, PDF, or Word)
- All entries will be available for review online and at the spring meetings.
- Each chapter receives one vote. Total cumulative votes will select six finalists.

*(The contest is flexible and applicable to all chapters regardless of size. Membership marketing plans, brochures, letters and other communications that were produced and implemented in previous calendar year are eligible for the competition.)*

### SPECIAL RECOGNITION:

- **Chapter of Excellence Awards** presented to **all chapters who submit an entry by deadline**.
- **1<sup>st</sup> place winners** in small and large receive a \$1000 check (previously awarded \$500); 1 free conference registration, facilitator for next year's "Chapter Success Stories" at Officer Training and certificate plaques.
- **2<sup>nd</sup> and 3<sup>rd</sup> place winners** receive one comp conference registration, free online course and certificate plaque
- **Single award plaque** that records chapter winners and officers for each year cumulatively. Displayed at International Headquarters (Chicago) to show winners of all years
- **Winners present their Chapter's accomplishments** as part of fall education sessions.
- **Full page article highlighting winning chapters** and their accomplishments in *I-News* and a mention in the President's Letter; a link can be provided to each winning chapter
- **Giant check presentations and certificate presentation** made at Board Of Director's Meeting
- **Podium mention** for finalists at Inaugural and Education Foundation Luncheon

### **JUDGING:**

- The award submittals will be reviewed and judged by each chapter. Each chapter will receive one vote.
- All votes should be based on the above criteria including innovation, best overall plan, implementation, members gained and retained, promotion, goals, objectives and tactics. Presentation, though not one of the primary criteria, may also be considered in the judging process.
- In the event of a tie, the Chapter Activities Subcommittee will cast their vote to determine the winner. Chapter Activities Subcommittee members should abstain from voting on a chapter level.

### **DON'T MISS THE DEADLINE:**

- **All entries must be submitted in electronic format by Wednesday, February 15, 2006.**
- All supporting documentation must accompany entry forms and should be forwarded directly to the Chapter Relations Manager at [mwilliams@cciminstitute.com](mailto:mwilliams@cciminstitute.com). *Hard copies of material will be not be accepted or considered.*

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