Key Elements of a Chapter Profile

* Membership Profile
	+ Current Member Count
	+ Past Member Counts
	+ Peak Membership
* Territory Characteristics
	+ Description of the territory covered by the chapter.
* Organizational Structure: Officer List with Terms of Office
	+ Current Structure
	+ Historical Structures
* Meeting Schedule
	+ Full Board Meetings
	+ Frequency
* Chapter Management (event planning, communication, meeting minutes, election coordination, Chapter of the Year entries, etc.)
	+ Internal
	+ External
* Chapter Bylaws
	+ Current?
* Financial Accounting and Reporting
* Recent Financial History and Current Status
	+ Available Funds
	+ Sources of Funding
* Current Year Budget
* Chapter Dues
	+ Structure
	+ Responsibility
* Recent Membership Experience
	+ How do the members see the Chapter?
	+ What is their historical view of the Chapter?
	+ What is the current state of affairs of Rep Firms in the Chapter territory?
* Ongoing Chapter Projects and/or Services
	+ Educational Programs
	+ Training Seminars
	+ Newsletter
	+ Website
	+ Directory
	+ Trade Shows
	+ Social Events
	+ Membership Programs
	+ Industry Activities
* Significant Problems/Challenges
* Recent Successes
* Chapter Needs Analysis