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