

CHAPTER SITUATIONAL ANALYSIS FORM

YES NO			IF YES, WEIGHTED POINTS AVAIL	MIN	MAX
<input type="checkbox"/>	<input type="checkbox"/>	Administration handled by members, volunteers and college interns	5	2	7
<input type="checkbox"/>	<input type="checkbox"/>	Administration handled by members and non-member volunteers	4		
<input type="checkbox"/>	<input type="checkbox"/>	Administrations - job descriptions created and utilized for all chapter jobs	2		
<input type="checkbox"/>	<input type="checkbox"/>	Administration handled by members only	2		
ADMIN SCORE			<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Alliance Plan created and being implemented	5	0	24
<input type="checkbox"/>	<input type="checkbox"/>	Alliance external - chapter has worked with other organizations in previous 12 months	4		
<input type="checkbox"/>	<input type="checkbox"/>	Alliance building - resources allocated to chapter budget	3		
<input type="checkbox"/>	<input type="checkbox"/>	Alliance VP appointed or elected	3		
<input type="checkbox"/>	<input type="checkbox"/>	Alliance Committee created and functioning	3		
<input type="checkbox"/>	<input type="checkbox"/>	Alliance goals achieved or on track to be achieved?	3		
<input type="checkbox"/>	<input type="checkbox"/>	Alliance internal interchapter activities held in previous 12 months	3		
ALLIANCE SCORE			<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Communications - resources allocated to chapter budget	10	0	62
<input type="checkbox"/>	<input type="checkbox"/>	Communications plan created and being implemented	10		
<input type="checkbox"/>	<input type="checkbox"/>	Communications VP appointed or elected	10		
<input type="checkbox"/>	<input type="checkbox"/>	Communications email listserve functioning	8		
<input type="checkbox"/>	<input type="checkbox"/>	Communications - web site up and functioning	7		
<input type="checkbox"/>	<input type="checkbox"/>	Communications Committee created and functioning	7		
<input type="checkbox"/>	<input type="checkbox"/>	Communications goals achieved or on track to be achieved	5		
<input type="checkbox"/>	<input type="checkbox"/>	Communications chapter bulletin distributed no less than once monthly	5		
COMMUNICATIONS SCORE			<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Community Service goals achieved or on track to be achieved	5	0	26
<input type="checkbox"/>	<input type="checkbox"/>	Community Service - resources allocated to chapter budget	5		
<input type="checkbox"/>	<input type="checkbox"/>	Community Service Plan created and being implemented	5		
<input type="checkbox"/>	<input type="checkbox"/>	Community Service VP appointed or elected	5		
<input type="checkbox"/>	<input type="checkbox"/>	Community Service activities undertaken in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Community Service Committee created and functioning	3		
COMMUNITY SERVICE SCORE			<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Competition goals achieved or on track to be achieved?	3	0	18
<input type="checkbox"/>	<input type="checkbox"/>	Competition participation at district level in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Competition participation at division level in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Competition participation at Society International Convention in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Competition participation with non-Society organization in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Competition participation Society Midwinter Convention in previous 12 months	3		
COMPETITION SCORE			<input type="text"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Convention goals achieved or on track to be achieved?	3	0	15
<input type="checkbox"/>	<input type="checkbox"/>	Convention - hosted district convention in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Convention - hosted division contest in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Convention - hosted Society International Convention in previous five years	3		
<input type="checkbox"/>	<input type="checkbox"/>	Convention - hosted Society Midwinter Convention in previous five years	3		
CONVENTION HOSTING SCORE			<input type="text"/>		

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	Event Committee created and functioning	5	0	34
<input type="checkbox"/>	<input type="checkbox"/>	Event goals achieved or on track to be achieved?	5		
<input type="checkbox"/>	<input type="checkbox"/>	Event - resources for shows allocated to chapter budget	5		
<input type="checkbox"/>	<input type="checkbox"/>	Event Show plan created and being implemented	5		
<input type="checkbox"/>	<input type="checkbox"/>	Event VP appointed or elected	5		
<input type="checkbox"/>	<input type="checkbox"/>	Event Fall Show produced in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Event Holiday Show produced in previous 12 months	3		
<input type="checkbox"/>	<input type="checkbox"/>	Event Spring Show produced in previous 12 months	3		
EVENTS SCORE			<input type="text"/>		

<input type="checkbox"/>	<input type="checkbox"/>	Family activities - goals achieved or on track to be achieved?	10	0	53
<input type="checkbox"/>	<input type="checkbox"/>	Family activities - ladies auxillary organization created and functioning	10		
<input type="checkbox"/>	<input type="checkbox"/>	Family activities - family activity held in previous six months?	7		
<input type="checkbox"/>	<input type="checkbox"/>	Family activities - resources allocated to chapter budget	7		
<input type="checkbox"/>	<input type="checkbox"/>	Family activities - plan created and being implemented	7		
<input type="checkbox"/>	<input type="checkbox"/>	Family activities - VP appointed or elected	7		
<input type="checkbox"/>	<input type="checkbox"/>	Family activities - Committee created and functioning	5		
FAMILY ACTIVITIES SCORE			<input type="text"/>		

<input type="checkbox"/>	<input type="checkbox"/>	Financial Development - resources allocated to chapter budget	10	0	75
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development goals achieved or on track to be achieved?	10		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development Plan created and being implemented	10		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development VP appointed or elected	10		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development activities have been undertaken in last 12 months	7		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development Committee created and functioning	7		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development corporate sponsor program created and producing revenue	7		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development donor program created and producing revenue	7		
<input type="checkbox"/>	<input type="checkbox"/>	Financial Development grant activities held in previous 12 months and creating revenue	7		
FINANCIAL DEVELOPMENT SCORE			<input type="text"/>		

<input type="checkbox"/>	<input type="checkbox"/>	Governance Mission Statement formalized and published	10	7	37
<input type="checkbox"/>	<input type="checkbox"/>	Governance Vision Statement formalized and published	10		
<input type="checkbox"/>	<input type="checkbox"/>	Governance - Board meetings face to face and via teleconference	10		
<input type="checkbox"/>	<input type="checkbox"/>	Governance - Board meetings held face to face only	7		
GOVERNANCE SCORE			<input type="text"/>		

<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development COTS - 50% of chapter leaders have attended COTS in previous 12 months	10	10	98
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development - resources allocated to chapter budget	10		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development goals achieved or on track to be achieved	10		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development other - Other leadership development tools besides COTS are being utilized	10		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development Plan created and being implemented	10		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development Succession Plan created and being implemented	10		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development VP appointed or elected	10		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development Committee created and functioning	7		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development contributions - one or more members are serving at the District level	7		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development contributions - one or more members are serving at Society level	7		
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Development COTS attendance by chapter leaders/officer is considered mandatory	7		
LEADERSHIP DEVELOPMENT SCORE			<input type="text"/>		

YES	NO			
		Marketing - Chapter is using/reinforcing Society brand/logo	20	0 106
		Marketing plan created and being implemented	10	
		Marketing & PR goals achieved or on track to be achieved	10	
		Marketing - PR Officer appointed or elected	10	
		Marketing and/or PR - resources allocated to chapter budget	10	
		Marketing - Chapter has placed external PSA announcements in previous 12 months	10	
		Marketing & PR VP appointed or elected	10	
		Marketing - Brand - Chapter has developed its own logo and is using it	7	
		Marketing & PR Committee created and functioning	7	
		Marketing External - chapter has received some PR coverage from local media in the previous 12 months	7	
		Marketing External Chapter has placed paid advertisements with the local media in previous 12 months	5	
MARKETING SCORE				

		Membership development plan created and being implemented	15	10 180
		Membership orientation plan created and being implemented	15	
		Membership recruitment plan created and being implemented	15	
		Membership - resources allocated to chapter budget	10	
		Membership goals achieved or on track to be achieved	10	
		Membership participation chapter meetings are attended by over 60% of rthe chapter oster	10	
		Membership - Chapter condition reported to District & Society leaders (growing, static, in decline, almost dead)	10	
		Membership - Chapter expansion - have helped sponsor a new chapter in the area in the previous 12 months	10	
		Membership recognition plan created and being implemented	10	
		Membership retention plan created and being implemented	10	
		Membership VP appointed or elected	10	
		Membership Committee created and functioning	7	
		Membership participation contests involved over 60% of the chapter roster	5	
		Membership participation performances involve over 60% of the chapter roster	5	
		Membership Demographic goals achieved or on track to being achieved	5	
		Membership Demographic Median age of chapter is younger than 60	5	
		Membership Demographic plan in place and working to lower the median age of the chapter	5	
		Membership Diversity - resources allocated to chapter budget	5	
		Membership Diversity goals achieved or on track to being achieved	5	
		Membership Diversity plan created and being implemented	5	
		Membership Diversity committee created and functioning	5	
		Membership Diversity activities geared to attracting diversity in membership conducted in previous 12 months	3	
MEMBERSHIP SCORE				

		Merchandising activities conducted in previous 12 months	3	0 18
		Merchandising budget - resources allocated to chapter budget	3	
		Merchandising Committee created and functioning	3	
		Merchandising goals achieved or on track to being achieved?	3	
		Merchandising plan created and being implemented	3	
		Merchandising VP appointed or elected	3	
MERCHANDISING SCORE				

YES	NO				
		Music Committee created and functioning	10	10	88
		Music education - have utilized outside coaching in previous 12 months	10		
		Music Plan created and being implemented	10		
		Music VP appointed or elected	10		
		Music goals achieved or on track to being achieved	10		
		Music education - Director has participated in CDWI program	7		
		Music education - Director has attended Directors College	7		
		Music education - part-predominant learning tracks are utilized regularly	5		
		Music budget - resources allocated to chapter budget	5		
		Music education - one or more members have attended Harmony College in the previous 12 months	5		
		Music education - one or more members have attended a district mini-HEP school in the previous 12 months	3		
		Music education - private voice lessons are currently offered to members from within or outside the chapter	3		
		Music turnover - 50% or more of repertoire is replaced annually	3		

MUSIC SCORE

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		Performances Singing Valentines Plan created and being implemented	5	0	23
		Performances - budget for plan to secure bookings has been allocated in chapter budget	3		
		Performances - goals achieved or on track to being achieved	3		
		Performances - plan for increasing bookings created and being implemented	3		
		Performances - Singing Valentines Committee created and functioning	3		
		Performances - Singing Valentines budget allocated	3		
		Performances - Singing Valentines goals achieved or on track to being achieved?	3		

PERFORMANCES SCORE

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		Philanthropy - External Donations to local charity have been made in previous 12 months	3	0	15
		Philanthropy - Internal Donations to Harmony Foundation have been made in previous 12 months	3		
		Philanthropy - Internal - one or more members are also Founders Club Members of Harmony Foundation	3		
		Philanthropy - Internal - one or more members are also President's Council Members of Harmony Foundation	3		
		Philanthropy goals achieved or on track to being achieved	3		

PHILANTHROPY SCORE

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		Planning - long-range plan created in last 3 years w/ outside facilitator, BOD & membership input	15	0	45
		Planning - long-range plan created in last three years with board and membership input	10		
		Planning - chapter long-range plan in last three years with outside facilitator & board input only	7		
		Planning - long-range plan revisited in last six months to determine progress on achieving objectives	5		
		Planning - goals achieved or on track to be achieved?	5		
		Planning - chapter long-range plan created in last three years using board input only	3		

PLANNING SCORE

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		Quartet Development budget - resources allocated to chapter budget	3	0	18
		Quartet Development Committee created and functioning	3		
		Quartet Development goals achieved or on track to being achieved	3		
		Quartet Development Plan created and being implemented	3		
		Quartet Development VP appointed or elected	3		
		Quartet Development activities held in previous three months	3		

QUARTET PARTICIPATION SCORE

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		Youth in Harmony involved in activities held in previous 12 months
		Youth in Harmony - resources allocated to chapter budget
		Youth in Harmony Committee created and functioning
		Youth in Harmony goals achieved or on track to being achieved
		Youth in Harmony VP appointed or elected
		Youth Outreach plan created and being implemented
YOUTH OUTREACH SCORE		

10	0	58
10		
8		
10		
10		
10		

RECOGNITION LEVELS	MIN	MAX
Diamond level	850	1000
Platinum level	700	849
Gold level	550	699
Silver level	400	549
Bronze level	250	399

TOTAL

39 1000
MIN MAX

