

## 2007 Technical Division Annual Report Reviewer's Form

Division: TECH Group: 3 Reviewer: SUMMARY Date: July 2008

Directions: Check (+) positive (healthy tendency), (0) neutral, or (-) negative (potentially at risk) for each item.

|   | Evaluation               |                          |                          | Referenced Questions   | Healthy Tendencies  | <i>If found "at risk", explain briefly.</i>   |
|---|--------------------------|--------------------------|--------------------------|------------------------|---|---|
|   | +                        | 0                        | -                        |                        |   |   |
| 1 | 2                        | 1                        | <input type="checkbox"/> | 1, 5, 6, 7, 8          | Sufficient leadership (all officer positions filled), and succession planning, Include Councilors   | Did not indicate how councilor elections were held, ie. opposed candidates or person with most votes wins with second becoming alternate? Uncontested elections. Lack of leadership planning.   |
| 2 | 3                        | <input type="checkbox"/> | <input type="checkbox"/> | 3, 4, 5, 9, 11, 12, 17 | Adequate long-range and short-range planning  | Has addressed shortcomings with active strategic planning.  |
| 3 | 2                        | 1                        | <input type="checkbox"/> | 21, 22, 23             | Outreach activities   | Minimal   |
| 4 | <input type="checkbox"/> | 2                        | 1                        | 14, 15, 16             | Adequate program planning and execution, including Regional Meetings  | No regional or local section meeting participation. Program only at one national meeting. If one of the concerns of the division is memberships attendance at National meetings, perhaps a strategy of supporting or organizing local and sectional meeting would help with upper management recognition. Invite the management to speak at these meetings and show the importance of the meeting to the attendees. |
| 5 | 3                        | <input type="checkbox"/> | <input type="checkbox"/> | 13                     | Communicates specifically with members (provides newsletters, meeting announcements, web site* and other communications)<br><br>* Please look at the Division's Web site before making your assessment. | Is the newsletter still published? Website looks good and is a work in progress.  |
| 6 | 1                        | 2                        | <input type="checkbox"/> | 18                     | Membership stable or growing  | Division is working on the problem of improving membership. This division faced what many others have starting in the early 2000's. Responses at 18 and 18a appear to contradict each other. If you are losing more members than you are gaining, how can the membership increase by 96?  |
| 7 | 3                        | <input type="checkbox"/> | <input type="checkbox"/> | 10                     | Volunteer participation   | Good turnover rate to include 'new' blood.  |
| 8 | 3                        | <input type="checkbox"/> | <input type="checkbox"/> | 2                      | No bylaw violations   |   |

|    |   |                          |                          |                    |                                     |   |
|----|---|--------------------------|--------------------------|--------------------|-------------------------------------|---|
| 9  | 1 | 2                        | <input type="checkbox"/> | Treasurer's Report | Proper management of Division funds | Good management of available funds. Would have been useful to see net assets as well as general operating funds – still, income was above budget and expenditures below budget – both good. |
| 10 | 3 | <input type="checkbox"/> | <input type="checkbox"/> | All                | Annual report complete              |   |

**Overall perception of the health of this Division:** Good and being proactive is deficient areas. Small budget and few reserves could be limiting. Recent growth in membership is encouraging – division seems to be stabilizing

**Best Practices to Share with other Divisions:** x Yes No. Explain –

Strategic Planning workshop with outside facilitator is excellent!