

3) Is your chapter having difficulty finding officers?

G Yes, please explain

G No

4) Does your chapter have a policy and procedures manual?

G Yes

G No

Was it revised?

G Yes Date of last revision _____

G No

5) Does your chapter have a strategic plan?

G Yes

G No

Was it revised?

G Yes Date of last revision _____

G No

6) Does your chapter conduct a membership needs survey?

G Yes, please explain

G No

7) Does your chapter have any liaisons with any other information related groups?

G Yes, please explain

G No

8) Does your chapter have a campaign promoting the profession?

G Yes, please explain

G No

B. FINANCE

9) Does your chapter have a fund raising campaign?

G Yes, please explain

G No

10) Did you have enough funds to cover conference and other anticipated expenses?

G Yes

G No, please explain

11) Do you support the travel expenses for your leaders at Winter Meeting and Annual Conference?

G Yes

G No

If yes, how much do you budget for each of these expenses?

Winter Meeting _____

Annual Conference _____

12) Does your chapter have a surplus of funds (more than this year's operating expense)?

G Yes

G No

13) Does your chapter have an investment policy?

G Yes, please explain

G No

14) Does your chapter have an expense reimbursement policy?

G Yes, please explain

G No

C. COMMUNICATIONS

15) Does your chapter have its own stationary? logo?

Stationary? G Yes G No

Logo? G Yes G No

16) Does your chapter produce any brochures?

- G Yes; What is target audience? G No
- G Organizational decision makers/bosses
- G Prospective members
- G Sponsors/vendors/advertisers (fundraising)
- G General purpose

17) Does your chapter publish a newsletter/bulletin?

- G Yes; what is the title? _____ G No
- How often: 9 annually 9 twice 9 three times 9 quarterly
- 9 other: _____

18) Does your chapter publish any other items such as a membership directory?

- G Yes, what and how often? G No
- What: _____
- How often: 9 annually 9 twice 9 three times 9 quarterly
- 9 Other: _____

19) Does your chapter exhibit at meetings of other library or non-library related groups?

- G Yes; where did you exhibit? G No
- G At other library/info science meetings
- G At other business/professional meetings
- G At a career program for students
- G Other: _____

20) Does your chapter have a banner or other display piece?

- G Yes G No

21) Does your chapter have a media kit or other type of PR kit?

- G Yes, please explain G No
- _____
- _____

22) Does your chapter support a discussion list or some other form of electronic communication for members?

G Yes, please list subscription info/web address

G No

D. PROGRAMS

23) Please list all the programs and meetings your chapter has sponsored or cosponsored:

24) Using your best estimation, what percentage of your members attend meetings or programs?

9 fewer than 20% 9 20%-40% 9 41%-60% 9 61%-80% 9 81%-90% 9 higher

Has this percentage increased or decreased from last year?

G Increased____%

G Decreased____%

G Experienced no change

25) Does your chapter have any subunit, such as a section or networking group?

G Yes (Please list and provide a description)

G No

E. MEMBERSHIP

26) Does your chapter offer any employment services?

G Yes, please explain

G No

27) Does your chapter have a membership committee?

G Yes

G No

28) Does your chapter have a membership recruitment plan?

G Yes, please explain

G No

29) Does your chapter have a membership retention plan?

G Yes, please explain G No

30) Does your chapter produce a recruitment brochure to attract new members?

G Yes G No

31) Does your chapter follow-up on lapsed members?

G Yes, please explain G No

32) Does your chapter have a new member reception or similar function?

G Yes, please explain G No

33) Does your chapter send "welcome packets" or similar information to new members?

G Yes, please explain G No

34) Does your chapter have a program targeted toward increasing diversity within your membership?

G Yes, please explain G No

35) Does your chapter have any members of a diverse population hold elected office, serve on a committee, or serve as a committee chair?

G Yes, please explain G No

36) Does your chapter have any student members?

G Yes

G No

37) Are there any MLS or related programs in your chapter's area (Chapters only)?

G Yes, please explain

G No

38) Do students attend chapter meetings/programs?

G Yes

G No

39) Does your chapter have a program targeted toward increasing student membership/participation?

G Yes, please explain

G No

40) Does your chapter sponsor a student meeting?

G Yes, please explain

G No

41) Does your chapter have a mentoring program?

G Yes, please explain

G No

42) Does your chapter sponsor any scholarships or other sources of financial aid?

G Yes, please explain

G No

43) Does your chapter sponsor a student(s)'s attendance at the annual conference?

G Yes, please explain

G No

44) Does your chapter sponsor a "career night" or similar type program?

G Yes, please explain G No

45) Does your chapter sponsor any activities for International Special Librarians Day?

G Yes, please explain G No

46) Does your chapter have any awards/honors to bestow upon members?

G Yes, please explain G No

47) Does your chapter have a speaker's bureau?

G Yes, please explain G No

- 48) I am submitting my report via
 - 9 mail or facsimile with all attachments.
 - 9 e-mail; other attachments are being sent via the mail.
 - 9 e-mail and no other attachments are required.

Submit via e-mail

**If submitting via e-mail,
please send all attachments you were not able to submit via e-mail
to the addresses below.**

Please keep a copy of this report in your chapter's file. Also send a copy to the Chapter Cabinet Chair:

Sandra E. Spurlock
Manager, Library Services
Research Library
Lovelace Respiratory Res Inst
PO Box 5890
Albuquerque, NM 87185_5890 USA
Fax: 1_505_845_1233

and the original paper copy of this Annual Report Form and all attachments to:

Linda N. Broussard
Managing Director, Leadership
Special Libraries Association
1700 Eighteenth Street, NW
Washington, DC 20009-2514 USA
Fax 1-202-332-9341

Deadline Date: May 1, 2000

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