



CHAPTER ACHIEVEMENT PROGRAM (CAP) COMMITTEE

OBJECTIVES

To appraise past chapter activity, develop current year chapter plans and track current year chapter activities using the CAP reporting process.

STRUCTURE

The committee shall be appointed by the chapter president.

It is suggested that this committee appoint one person to take full responsibility for completing and submitting the CAP report form. This individual should have competent knowledge of the CAP spreadsheet and be a liaison to the other committees so the report is complete and comprehensive. The past president could serve in this capacity. This committee works closely with the strategic planning committee.

RESPONSIBILITIES

1. Evaluate previous years' CAP reports for successful activities, areas needing improvement, and areas where there were no activities performed. This is aimed at strengthening the chapter and increasing the benefits to members and the profession.
2. Determine the CAP performance level the chapter plans to achieve.
3. Complete the CAP report for the current year with the consolidated goals and objectives from the other committees and the board. This acts as the performance budget.
4. Be alert to new developments or changes in the chapter programs and activities and make the necessary changes to the performance budget.
5. Be alert to changes in the CAP program status opportunities and reporting requirements.
6. With input from the other committees and the board, complete the CAP report on a monthly basis and submit to IIA HQ by the 10th of the following month. Follow the distribution guidelines.
7. Review the CAP report against the performance budget and discuss discrepancies with the other committee chairs and the board to determine appropriate action.
8. Maintain a file of records and correspondence to pass on to successor at the close of the chapter year.