

# Policies & Procedures - 4.1.2 Chapter Achievement Award (CAA)

- updated 08/01, 01/03, 04/06, 05/07, 08/10 -

## CAA Recipients

[2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#) | [2007](#) | [2006](#) | [2005](#) | [2004](#) | [2003](#) | [Past](#)

### 1. **Program Objectives**

In order to recognize and reward the outstanding achievements of its best chapters from among more than 170 chapters worldwide, ComSoc has established the Chapter Achievements Award Program. The program comprises two main awards: several Chapter Achievements Awards (CAA) and one Chapter-of-the-Year Award (CoYA).

The CAA is a regional award recognizing the achievements of the best chapter in a particular ComSoc Region. CoYA recognizes the best ComSoc's chapter annually and is selected from among the regional CAA winners.

Both awards are given on a yearly basis to chapters that provide their members with the highest quality of service in areas of technical activities, public relations, educational services, membership development, job placement support, and services geared toward student members.

### 2. **Award Description**

The CAA consists of \$1000 and a plaque acknowledging the outstanding performance of the chapter in a particular region.

The CoYA consists of \$2000 and a plaque acknowledging the overall superior performance of the highest ranking chapter. The chair (or representative) of this chapter will be invited to attend and be honored at the ComSoc Awards Luncheon at IEEE GLOBECOM.

CAA and CoYA award winning chapters will be cited at the ComSoc web site and in the *IEEE Communications Magazine*.

### 3. **Award Nomination Process**

A yearly performance evaluation of chapters and the selection of preliminary candidates from a particular region is managed by each Regional Director and is based on information contained within the yearly Chapter Questionnaire (CQ). The CQ is e-mailed to all chapters in the first quarter of each year and is posted on the ComSoc web site.

To be considered for an award, the completed CQ (with past year chapter activities) should be mailed to ComSoc Headquarters by June 1st of the current year. The CQ report should describe the following chapter activities during the past year:

#### a. Technical Activities

*Technical Programs:* meetings, tours, and conferences.

*Educational Programs:* multi-session courses, seminars/tutorials, and chapter-organized home-study programs for offering technical training.

#### b. Public Relations Activities

*Public Activities:* meetings open to the public on national/local issues promoted in the interest of public affairs. These include chapter/section activities geared towards the general public; activities interfacing with news media or legislators on communications issues; activities advancing the engineering profession or improving communications with chapter members.

*Student Activities:* must be directed towards current or perspective electrical engineering students or senior high school students; the objective is to encourage electrical engineering careers and enhance the professional-engineering image.

c. Membership Development, Advancement & Awards

**Membership Development: activities to increase chapter membership; i.e., programs encouraging engineers, who have recently joined the field, to become actively involved in ComSoc at local or national levels.**

*IEEE Member Advancement:* programs that encourage member advancement or promote recognition of such members (i.e., new IEEE Fellows or Senior Members).

*Award Nominations:* the process of nominating members for IEEE Fellows, IEEE Technical Awards, and ComSoc Career & Service Awards.

d. Required IEEE Reports

Timely submission of meeting reports as required by IEEE ([www.ieee.org/scsreports](http://www.ieee.org/scsreports) ). Reports must be sent to IEEE in compliance with IEEE timeframe.

4. Award Selection Process

The Regional Directors rank the annual performance of the chapters in their region (based on the CQ reports prepared by each chapter chair) using the activity importance points (weights) presented below. The three highest ranked chapters in each region are submitted to the Achievements Awards Committee consisting of the 4 Regional Directors, the Director of Membership Programs Development, the VP Member Relations, and additional members if needed (as determined by the D-MPD). This committee selects the winners of both the CAA and CoYA with staff acting as advisors when needed.

	Activity	Activity Importance Points
1.	Promote Membership Development	2
2.	3 Activities to promote membership	3
3.	Hold 3 technical meetings	3

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4.	Hold educational or public relations program	2
5.	Hold student activity meeting	2
6.	Industry involved in chapter activities	2
7.	Organized full or half day seminar, symposium or conferences	2
8.	Five officers in place/reported: Chair, V-Chair, Treas, Sec., MD	2
9.	Membership Upgrade to Senior & Fellow	1
10.	Participated in a DLT	3
11	Turned in all IEEE reports on time	1
12.	Others	2
	<b>Maximum points</b>	<b>25</b>