Adjustments for 2021-22 Community Annual Management and Planning Tool

The following adjustments were developed based on feedback from stakeholders, experience with the 2020-21 Community Annual Management and Planning Tool, and revisions to the Society Operating Guideline 11.2: Practice Specialty and Common Interest Group Operating Procedures. The adjustments are to improve clarity of expectations for community leaders as they provide value to members while fulfilling the requirements.

Adjustments

Reporting Requirements

- Removed question: ***Submit Annual Community Management and Planning Report by June 30. (SOG Requirement).***
  - Question was removed as communities don't need to submit a report here. Completing the CAMPT by June 30th meets the SOG requirement.
- Moved question: ***Did your community follow the requirements specified in the Society Bylaws and Society Operation Guidelines? (SOG Requirement)***
  - Question was moved from the "Reporting Requirements" section to the "Leadership and Training" section since there is no report required for this question.

Member Value Requirements

- New question: ***Did your community (not individual members) partner with any other organization to provide virtual education sessions.***
  - Several communities partnered with other organizations during the 2020-21 year and listed that under "other." This will make it an option and idea for all communities.
- New question: ***Did you apply for CEUs for your educational programs?***
  - Becoming increasingly more applicable to communities as more and more have applied for CEUs.

Communications and Online Community

- Revised question: ***Did the Administrator post quarterly*** *How many Administrator Messages were developed and posted in your online community? Minimum requirement is one each quarter. (SOG Requirement)*
  - Responses will be:
    - One
    - Two
    - Three
    - Four
    - Five or more.
  - Responses of One, Two or Three will not receive any points. In the 2020 CAMPT points were associated with submissions of less than the required minimum.

Member Engagement:

- Revised question: ***How did your community engage with members through virtual programming or networking*** ~~*at the annual professional development conference? (SOG Requirement)*~~

  Reflects revisions to SOG 11.2. Gives more flexibility; reflects any type of virtual programming and networking.

Leadership and Training

- New question: ***Did your community use the succession planning tools in Community Leader Resources to identify and engage potential leaders?***

  New tools have been added to the [Community Leaders Resource](#) page (under CIG or PS Management) to help you cultivate strong advisory committee members and eligible candidates to run for assistant administrator.

- Revised question: ~~***Are all required advisory committee positions filled - one individual may fill multiple positions. (SOG Requirement) followed by list of 10 positions***~~.

  - Changed to reflect revisions to SOG 11.2: The advisory committee shall be the two elected officers (Administrator and Assistant Administrator) and a minimum of five appointed members. Are all the required positions filled? (SOG Requirement)

    Opens up flexibility for leaders to create an advisory committee team to fit the unique needs of that community.

    The advisory committee shall be the two elected officers (Administrator and Assistant Administrator) and a minimum of five appointed members. Are all the required positions filled? (SOG Requirement)

    Responses will be:
    - Administrator 40 points
    - Assistant Administrator 40 points
    - Minimum of five appointed committee members 40 points

Council Representation

- Revised question: Revised to reflect the changes in SOG 11.2: How many Council on Practices and Standards meetings did your community attend and participate? Responses will be:
    - One
    - Two
    - Three
    - Four
    - Five
    - Six

  Responses one or two will not receive any points. Response of Three (required) will get the full 40 points. Responses of Four, Five, and Six will get bonus points.

Adjusted Point Levels

- Due to question revision, the total number of points available has decreased to 1123 (down from 1128). The award categories have also been adjusted based on Required, Operational, and Member Value points distribution as shown below. New in 2022 is the Platinum level award for communities meeting all the required elements and achieving 1,000 points or more.

Points Distribution	total points avail		Brackets	Scores
Required	600		Bronze	600-799
Operational	355		Silver	800-899
Member Value	168		Gold	900-999
TOTAL			Platinum	1000+

- **To qualify for an award**, the community must have completed all required elements. If required elements are not completed, no award will be given, regardless of the total number of points.

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