**RVP Guidelines for 2022 Annual Post Assessments**

Each Post will be evaluated annually starting with the Foundation level and building from there. These are guidelines for evaluating Posts. RVPs should use their best judgement on where a Post falls in these categories. Posts may be “green” and “red” for something in each level. Please complete one form for each Post.

***Minimum Post Requirements: Leadership in place, succession plans, at least 10 individual and 3 corporate members.***

*Green – fully functioning - Yellow – functioning at some level - Red – not functioning*

**Post/Region: RVP/DRVP Name:**

**Foundation Level:**

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| Full board = major positions filled* Do they rotate on/off
* What is the strength of leadership
* Any challenging/difficult volunteer(s)
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| Regular meetings = scheduled and relevant* Who shows up – same people or variety
* Are regular meetings held
* Change back to in-person/hybrid meetings
 |  |  |  |
| Financial* Annual report submitted on time
* Annual audit completed
* 990 tax return submitted
 |  |  |  |
| Website Audit – current information |  |  |  |
| Planning for 2023* Using 2025 Streamers for programs
* Understanding Streamers are now required as part of the Annual Report
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| Streamers - Entering information into the Streamer Portal |  |  |  |
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| **Intermediate Level:** |  |  |  |
| Succession Plan to develop new leaders in a variety of positions |  |  |  |
| Variety of programs supporting the Strategic Plan – in-person and/or hybrid |  |  |  |
| Industry-Government Engagement (basic level) |  |  |  |
| Building resilience throughout the Community |  |  |  |
| Developing leaders for the profession |  |  |  |
| Producing STEM professionals for the Nation |  |  |  |
| Preparing veterans for the A/E/C industry |  |  |  |
| Membership participation – same people or variety based on program/activity; Inviting non-members to attend and join |  |  |  |
| Outreach to new members – welcome, create an environment of belonging |  |  |  |
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| **Top Level:** |  |  |  |
| Initiating & leading IGE events with multiple entities (mature level) |  |  |  |
| Partnering with other Posts and organizations |  |  |  |
| Small Business event(s)/Industry Day event(s) |  |  |  |
| Student Chapter(s) with Post chapter mentor engaged |  |  |  |
| Providing STEM programs/supporting Camps |  |  |  |
| Supporting veterans - transition, community service, etc. |  |  |  |
| Membership engagement beyond DOD – other federal agencies; state/local government |  |  |  |
| Membership Recruiting/Retention activities |  |  |  |

***#1 Question: Is the Post serving members?***

**RVP Overall Assessment & Comments** – *Consider how is the Post really functioning? What do they do well? Are there best practices to share? Do they need help in any area, even if they are fully functional? If struggling, should they become a field chapter under a stronger Post or consider closure?*

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Date Submitted: