

SAMPLE - Section Monitoring Report

Section: _____

Section chair: _____

Section chair-elect: _____

Date: _____

Complete the following questions regarding your section in 2019:

Section Compliance

1. Did you maintain a minimum of 100 members in your section during 2019?

- Yes
- No

2. If "No", please provide solution(s)/strategies to improve section compliance with NCFR policy.

Section Responsibilities

3. Has your section supervised administration of your section's awards acceptably in 2019 (advertising, reviewing, notifying applicants)?

- Yes
- No

4. During 2019, has your section submitted newsletter articles for the *NCFR Report*?

- Yes
- No

5. Has your section provided opportunities for section members to further NCFR's inclusion and diversity initiatives?

- Yes
- No

6. Does your section have all officer roles filled (chair, chair-elect, secretary/treasurer, students and new professionals representative and past chair)?

- Yes
- No

7. During 2019 has your section included students and new professionals in section activities?

- Yes
- No

8. Please describe how SNPs have been included in section activities.

9. Has your section submitted the annual budget before the annual conference?

- Yes
- No

10. Has your section submitted the year-end report to NCFR prior to the annual conference this year?

- Yes
- No

11. If your section answered "No" to any items 3-10, please provide solution(s)/strategies to improve section compliance with NCFR policy.

Section Annual Conference Responsibilities

12. Has your section processed presentation proposals for the annual conference, including the requirements of blind review by three reviewers for each proposal submission to ensure high quality?

- Yes
- No

13. Did your Section hold an Annual Meeting at the 2019 NCFR annual conference?

- Yes
- No

14. If your section answered "No" to any items 12-13, please provide solution(s)/strategies to improve section compliance with NCFR policy.

Comments
