Overview

All AIS Communities (SIGs/Chapters/Colleges) are required to submit an annual report to remain in good standing with AIS. The Annual Report process also provides an opportunity to recognize AIS Communities that do an outstanding job of supporting the mission of AIS through the advancement of knowledge and the promotion of excellence in the practice and study of information systems.

AIS Communities will be evaluated by an AIS committee consisting of academic members who have an interest in SIGs, Chapters and Colleges, led by the VP for SIGs and Colleges and the VP for Membership and Chapters. Outstanding Communities will be recognized each year online, through AIS electronic publications, and at AIS conferences.

Point Structure

Below is the information you will need to complete the form. Because you cannot save the online form, we recommend that you collect all the information first. You should also be prepared to provide your current bylaws, website address, and social media links. Chapters are required to submit a year-end financial statement and a current roster of members (if not solely using the AIS database).

There are two parts to the annual report. The first is the required criteria. Every community must meet these minimum requirements. The second is the additional criteria. In addition to the required criteria, Communities must earn 100 points to earn the Outstanding Community recognition.

Required Criteria  The SIG/Chapter/College has ...

1. Hosted one activity, meeting, or event that is open to all AIS members.
2. Conducted one Annual General Meeting (AGM).
3. Conducted at least one Executive Board meeting.
5. All officer positions listed in the group bylaws are filled on December 31 of this reporting period.

(If your bylaws define what constitutes office positions, please ensure you follow these definitions.)

Additional Criteria

(In addition to the required elements listed above, a total of 100 points must be earned from the following five categories)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Value</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Organized and ran a track or workshop at an AIS or AIS affiliated conference or hosted a webinar, seminar, or other conference. Do not list the Annual General Meeting here.</td>
<td>15 points per event</td>
<td>45 points</td>
</tr>
<tr>
<td>B.</td>
<td>Published one or more academic journal issues or special research topic issues. (Publication date should be in the calendar year of the Annual Report.)</td>
<td>15 points per publication</td>
<td>45 points</td>
</tr>
<tr>
<td>C.</td>
<td>Developed Community award and recognition programs presented annually to members. Suggested types of awards are best track papers, volunteer of the year, and best reviewer.</td>
<td>5 points per award or recognition granted</td>
<td>25 points</td>
</tr>
<tr>
<td>D.</td>
<td>Communicated with all members and other interested individuals to promote the activities of the Community through broadcast push messages. Communications can occur in any medium determined to be effective for your group; examples include newsletters, listserv announcements, or social media posts. They can all be in one medium.</td>
<td>5 points per promotional communication</td>
<td>25 points</td>
</tr>
<tr>
<td>E.</td>
<td>Updated the Community website within the past calendar year.</td>
<td>10 points</td>
<td>10 points</td>
</tr>
<tr>
<td>F.</td>
<td>Revitalized the Community with a change in Executive Leadership (Officer terms may be no more than three years. AIS bylaws, Section 8.4; AIS Community bylaw template Article V, Section 1) Points will be awarded for each appropriate officer turnover listed in the required information section.</td>
<td>5 points for each position that has a new officer in place after three years</td>
<td>20 points</td>
</tr>
</tbody>
</table>

Submit your report here--- [http://aisnet.org/CommunityAnnualRpt](http://aisnet.org/CommunityAnnualRpt)
2016 AIS Communities Annual Report Form

This Annual Report form, due February 16, 2017 serves as your group’s application for Outstanding SIG, Chapter or College. Annual Reports cover a calendar year (January through December); all activities meeting the recognition criteria must have occurred during the reported time period.

PLEASE NOTE: The form must be completed in one setting and cannot be saved.

Click here to review the information you will need to collect prior to completing the form. This document also includes the point structure and requirements.

Type of AIS Community *

Group Name *

Name and Title (Name; Officer Title) *

Email *

Group Website URL

Please provide your current set of bylaws by one of the following methods (document upload or online link).

Bylaws document upload

Choose File  No file chosen

Link to bylaws found online

Social Media

Please provide the names, URLs, or handles that you use for your Community.

Facebook, Twitter, LinkedIn, etc.
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Required Criteria

To be considered for Outstanding SIG, Chapter, or College, the group must submit its Annual Report by the deadline as well as complete the following within the reporting period:

Hosted at least one activity, meeting, or event open to all AIS members.

- Yes
- No

Conducted one Annual General Meeting (AGM).

- Yes
- No

Conducted at least one Executive Board meeting.

- Yes
- No
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Current Officers

Please provide your current officer information below (president, vice-president, secretary, treasurer or equivalents).

Points toward the Outstanding SIG, Chapter, or College will be awarded for each appropriate officer turnover entered below.

Officer terms may be no more than three years.
(AIS bylaws, Section 8.4; AIS Community bylaw template Article V, Section 1)

Officer #1 Title *

Officer #1 First and Last Name *

Officer #1 Email *

Approximate date they took office #1

MM / DD / YYYY

Approximate date of next election #1

MM / DD / YYYY

Should this officer have administrative rights to the AIS website group features? (Officer #1)

Yes
No

Officer #2 Title *

Officer #2 First and Last Name *
Officer #2 Email *

Approximate date they took office #2

/ / 
MM DD YYYY

Approximate date of next election #2

/ / 
MM DD YYYY

Should this officer have administrative rights to the AIS website group features? (Officer #2)

○ Yes
○ No

Officer #3 Title *

Officer #3 First and Last Name *

Officer #3 Email *

Approximate date they took office #3

/ / 
MM DD YYYY

Approximate date of next election #3

/ / 
MM DD YYYY

Should this officer have administrative rights to the AIS website group features? (Officer #3)

○ Yes
○ No

Officer #4 Title

Officer #4 First and Last Name

Officer #4 Email
Approximate date they took office #4

/ /)
MM DD YYYY

Approximate date of next election #4

/ /)
MM DD YYYY

Should this officer have administrative rights to the AIS website group features? (Officer #4)

☐ Yes

☐ No

Officer #5 Title


Officer #5 First and Last Name


Officer #5 Email


Approximate date they took office #5

/ /)
MM DD YYYY

Approximate date of next election #5

/ /)
MM DD YYYY

Should this officer have administrative rights to the AIS website group features? (Officer #5)

☐ Yes

☐ No
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Additional Criteria

In addition to the required elements, a total of 100 points must be earned from the following categories and the appropriate term limits for officers listed previously.

Organized and ran a track or workshop at an AIS or AIS affiliated conference or hosted a webinar, seminar, or other conference. (Do not list the Annual General Meeting here.)

Please list the conference, title of track/webinar/workshop, and date. (15 points per, 45 maximum)

Conference/webinar/seminar #1 (Type; Title)

Date #1

MM DD YYYY

Conference/webinar/seminar #2 (Type; Title)

Date #2

MM DD YYYY

Conference/webinar/seminar #3 (Type; Title)

Date #3

MM DD YYYY

Please add any additional presentations here (Type; Title; Date).
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Click here to review the information you will need to collect prior to completing the form. This document also includes the point structure and requirements.

Published one or more academic journal issues or special research topic issues.
Publication date should be in the calendar year of the Annual Report. (15 points per, 45 maximum)

Name of Journal: Title of article #1

Publication Date #1

Month / Day / Year

MM DD YYYY

Name of Journal #2; Title of article #2

Publication Date #2

Month / Day / Year

MM DD YYYY

Name of Journal #3; Title of article #3

Publication Date #3

Month / Day / Year

MM DD YYYY

Add additional publications here (Journal Name; Title; Date)
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Click here to review the information you will need to collect prior to completing the form. This document also includes the point structure and requirements.

Developed SIG/Chapter award and recognition programs presented annually to members.
Suggested types of awards are best track papers, volunteer of the year, and best reviewer. (5 points per, 25 maximum)

Award #1 (Award Name; Recipient)

Date Awarded #1

/ / 
MM DD YYYY

Award #2 (Award Name; Recipient)

Date

/ / 
MM DD YYYY

Award #3 (Award Name; Recipient)

Date

/ / 
MM DD YYYY

Award #4 (Award Name; Recipient)

Date

/ / 
MM DD YYYY

Award #5 (Award Name; Recipient)

Date
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Member Communications

Communicated with all members and other interested individuals to promote the activities of the SIG/Chapter/College through broadcast push messages. Communications can occur in any medium determined to be effective for your group; examples include newsletters, listserv announcements, or social media posts. They can all be in one medium.

Please attach a copy of the communication(s), screen shots are acceptable in either a jpeg or PDF format (5 points per, 25 maximum)

Please save the files in the following format: Title_MediumUsed_MMDDYY

Examples:
AMCIS Submission information_Email_021615
April Communication_Newsletter_041615

Attach a File #1
Choose File No file chosen

Attach a File #2
Choose File No file chosen

Attach a File #3
Choose File No file chosen

Attach a File #4
Choose File No file chosen

Attach a File #5
Choose File No file chosen

Updated the SIG/Chapter Website within the past calendar year.

☐ Yes
☐ No
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Additional Comments

Please describe any other information that highlights the successes and progress of your group from the past year.

Comments

Feedback

What did you think of this new format for the annual report?

Evaluate the following statements.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>This report was easy to complete</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>I was able to complete this report in a</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>reasonable amount of time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments about the new form.
Online Communities

AIS is exploring the possibility of acquiring an online community platform that would better facilitate networking, collaboration, and communication between members and Community groups. The online community platform would better allow groups to communicate across multiple media (group website, group email, list serves, social media integration, resource libraries, directories, etc.) all through one program. It would also allow some access and control for non-members. We would like to know your thoughts on this idea.

Is an updated online community platform something your Community (SIG, Chapter, College) would be interested in using?

☐ Yes
☐ No

Why or why not?

What features would you want in an online community platform? (check all that apply)

☐ Connected to AIS website profile
☐ Single Sign On with AIS website profile
☐ Access for non-members
☐ An updated microsite (website) for my group
☐ Group Directory
☐ Library/Document Sharing
☐ Wikis
☐ Blog
☐ Discussion Forums
☐ Discussion forum digests (daily or weekly emails)
☐ Group Calendar
☐ Mobile friendly (phone, tablet, etc)
☐ Group Email (easily send email to all group members)
☐ Social media integration
Please list any additional features you would like here.