

Report on Chapter Performance Checklist

Governors Committee on Chapter Activities May 2003

Background: Last year, the Governors Committee on Chapter Activities (GCCA) agreed to assess Chapters' performance on various activities. The GCCA identified several reasons:

- the Checklist could serve as an inventory of Chapters' existing activities and services
- the information obtained from the "Performance Checklist" would help to identify Chapters where staff and financial resources could be targeted more effectively
- the Checklist could be utilized by the Chapters to assess and enhance their performance and compare it to others

The CPC assessed Chapter's performance in the following areas: council communications and representation, education programming, membership recruitment and communications, advocacy, and chapter administration and management. In addition, Chapters also were asked to assess the College's support and services provided to its Chapters.

The CPC was mailed to all Administrators or elected Chapter Secretaries of U.S. domestic Chapters initially in January 2003. Subsequent reminders to non-responding Chapters were sent via e-mail. The Chapters that returned the 2002 Checklist are identified in Appendix 1.

Checklist Analysis: For this summary, the Chapters were grouped according to size:

Small—Less than 399 total members (includes Active and Retired Fellows, Associate Fellows, and Candidates)

Medium—400 to 999 total members

Large—more than 1,000 members

In all, 48 Chapters returned their CPCs, and this rate of response compares favorably to the total number of U.S. domestic Chapters.

Total Chapters and Responses

Comparison of Chapters to Checklist Responses				
	Total Chapters		Total Responses	
	Number	Percent	Number	Percent
Small	21	32%	14	29%
Medium	21	32%	15	31%
Large	23	35%	19	40%
Total	65	100%	48	100%

Chapter leaders and staff are encouraged to examine the results of this initial Checklist and to compare their Chapter's performance. Highlights of this year's Checklist include:

- Nearly 80 percent of the Chapters send at least one officer and one Young Surgeon to the annual Leadership Conference; less than half of the Chapters, however, send a Chapter Administrator or Executive Director
- Nearly all of the Chapters have at least one Young Surgeon serving on the Chapter council
- Large Chapters are much more likely to have a representative on the council from the Association of Women Surgeons
- Nearly 70 percent of all the Chapters provide CME opportunities for surgical residents and the Chapters conduct competitions and/or awards for residents
- Small and medium Chapters need to implement membership recruitment strategies
- A very small percentage of Chapters publish electronic newsletters
- More than two-thirds of the College's Chapters participate in advocacy activities at the state level via the state medical societies

The results of the 2003 Checklist follow.

Table 1: Communications and Meetings	Number of Chapters							
	Small	%*	Medium	%**	Large	%***	Total	%****
Council Meetings								
Meet 1 per year	4	29%	3	20%	1	5%	8	17%
Meet 2-3 times per year	5	36%	8	53%	11	58%	24	50%
More than 3 meetings	4	29%	4	27%	7	37%	15	31%
Conference Calls								
1 per year	2	14%	2	13%	1	5%	5	10%
2-3 times per year	2	14%	3	20%	8	42%	13	27%
More than 3 calls	3	21%	0	0%	0	0%	3	6%
General Membership Meetings								
Conducted at least one	12	86%	12	80%	17	89%	41	85%
Conducted more than one	2	14%	3	20%	2	11%	7	15%
* N equals 14.								
** N equals 15.								
*** N equals 19.								
**** N equals 48.								

Table 2: Leadership Development	Number of Chapters							
	Small	%*	Medium	%**	Large	%***	Total	Percent**** *
Send 1 or more representatives to annual Leadership Conference	10	71%	12	80%	17	89%	39	81%
Send 1 or more Young Surgeons to annual Leadership Conference	10	71%	12	80%	16	84%	38	79%
Send Chapter Executive to Leadership Conference	0	0%	7	47%	9	47%	16	33%
Contributed \$500 or more to ACS Endowment Funds	5	36%	6	40%	14	74%	25	52%
Achieved Life Membership in ACS Fellows Leadership Society	0	0%	0	0%	2	11%	2	4%
Select and send at least 1 resident to Clinical Congress	1	7%	3	20%	5	26%	9	19%
* N equals 14.								
** N equals 15.								
*** N equals 19.								
**** N equals 48.								

Table 3: Council Members Special Interest Representatives	Number of Chapters							Total	Percent****
	Small	%*	Medium	%**	Large	%***			
Young Surgeons	11	79%	13	87%	19	100%	43	90%	
Association of Women Surgeons	2	14%	4	27%	11	58%	17	35%	
Resident	3	21%	7	47%	11	58%	21	44%	
Retired	4	29%	3	20%	10	53%	17	35%	
Cancer Liaison	6	43%	8	53%	11	58%	25	52%	
COT	11	79%	13	87%	19	100%	43	90%	
* N equals 14.									
** N equals 15.									
*** N equals 19.									
**** N equals 48.									

Table 4: CME Programs	Number of Chapters							Total	%****
	Small	%*	Medium	%**	Large	%***			
Provided Category 1 credit via ACCME sponsor	6	43%	8	53%	15	79%	29	60%	
Conducted 1-8 CME hours per year	3	21%	5	33%	9	47%	17	35%	
Conducted 8-15 CME hours per year	3	21%	5	33%	8	42%	16	33%	
Conducted more than 15 CME hours per year	3	21%	2	13%	1	5%	6	13%	
Provided 4-8 hours "hands-on" CME credit	0	0%	2	13%	2	11%	4	8%	
Provided CME program for residents	3	21%	7	47%	9	47%	19	40%	
* N equals 14.									
** N equals 15.									
*** N equals 19									
**** N equals 48.									

Table 5: CME Content CME Program Presenters	Number of Chapters						Total	%****
	Small	%*	Medium	%**	Large	%***		
Non-Chapter scientific speaker(s)	8	57%	9	60%	18	95%	35	73%
One or more socioeconomic speakers	5	36%	8	53%	12	63%	25	52%
Residents' participation in CME program	6	43%	10	67%	17	89%	33	69%
Residents' competition and/or awards	6	43%	10	67%	17	89%	33	69%
Scientific/clinical poster session	0	0%	5	33%	7	37%	12	25%
Surgical specialty presentations	9	64%	8	53%	10	53%	27	56%
* N equals 14.								
** N equals 15.								
*** N equals 19.								
**** N equals 48.								

Table 6: Recruitment and Retention	Number of Chapters							
	Membership Activities	Small	%*	Medium	%**	Large	%***	Total
Initiates contacted within 4 weeks of Congress	2	14%	6	40%	15	79%	23	48%
Contacted new Fellows in Chapter area	8	57%	9	60%	15	79%	32	67%
Market Share								
25-50% eligible FACS are Chapter members	1	7%	5	33%	6	32%	12	25%
51-75% eligible FACS are Chapter members	6	43%	5	33%	11	58%	22	46%
More than 75% eligible FACS are Chapter members	2	14%	1	7%	0	0%	3	6%
* N equals 14.								
** N equals 15.								
*** N equals 19.								
**** N equals 48.								

Table 7: Membership Communications	Number of Chapters							
	Communications Activity	Small	%*	Medium	%**	Large	%***	Total
Distributed 1-3 newsletters via U.S. mail	7	50%	11	73%	17	89%	35	73%
Distributed more than 5 e-mail newsletters	1	7%	0	0%	3	16%	4	8%
Maintained an active Web site	3	21%	7	47%	17	89%	27	56%
Included information from ACS mailings in communications with members	2	14%	3	20%	10	53%	15	31%
* N equals 14.								
** N equals 15.								
*** N equals 19.								
**** N equals 48.								

Table 8: Advocacy Activities	Number of Chapters								
	Small	%*	Medium	%**	Large	%***	Total	%****	
Participated in Capitol Hill Visit program with ACS staff	3	21%	10	67%	11	58%	24	50%	
Accessed the Legislative Action Center to send letters to Congress	0	0%	2	13%	6	32%	8	17%	
Participated in state-level advocacy by communicating with state legislators	7	50%	8	53%	13	68%	28	58%	
Participated in state medical society advocacy committee(s)	7	50%	10	67%	15	79%	32	67%	
Contacted state surgical specialty societies regarding advocacy issues	1	7%	3	20%	10	53%	14	29%	
Participated in Medicare carrier advisory committee activities	2	14%	8	53%	10	53%	20	42%	
* N equals 14.									
** N equals 15.									
*** N equals 19.									
**** N equals 48.									

Appendix 1

Chapters that Returned 2002 Performance Checklists

Large Chapters (More than 1,000 total members*)

Brooklyn & Long Island	Florida	Georgia
Indiana	Massachusetts	Metropolitan Chicago
Michigan	New Jersey	New York
North Carolina	North Texas	Northern California
Ohio	Southern California	South Florida
Tennessee	Virginia	Washington
Washington DC		

Medium Chapters (400-999 total members*)

Alabama	Arizona	Colorado
Connecticut	Iowa	Kansas
Kentucky	Louisiana	Metropolitan Philadelphia
Mississippi	Missouri	Oklahoma
Oregon	South Carolina	Southwestern Pennsylvania

Small Chapters (Less than 399 total members*)

Bronx	Idaho	Maine
Montana/Wyoming	Nebraska	New Mexico
North Dakota	Puerto Rico	Rhode Island
South Dakota	Southwest Missouri	Utah
Vermont	West Virginia	

***Total members include Active and Retired Fellows, Associate Fellows, and Candidates. Medical Students were not included in these data as that category of affiliation was not available at the time the Performance Checklist data were collected.**