Completing the Administration Form
The Administration Form requests information about your local section governance, organization, communication, nominations and supporting materials (optional).

Login to Community Connections from URL provided
Once you logged in click on Start Form as shown below

The Governance tab will appear. Please Note: On the left section of the form, items will become green when form requirements are completed. Items will become red when form requirements are incomplete. Once items are complete, click the ‘Submit for Approval’ button.
If input is submitted incorrect or field is missing an Error message will appear when the user clicks save. The error message will give the user the option to remain on the page (continue editing) or proceed to the next page and edit later (continue to next step).
**Governance Tab**

The Governance tab requests information about the governance of your local section.

### Governance

- **Required Fields**
  1. How many times did the executive committee conduct governance business during 2020?
  2. How many members were in the executive committee during 2020?
  3. How did the executive committee communicate with one another during 2020? (Check all that apply):
     - Email
     - Telephone
     - Zoom/Governance Meeting
     - ACS Network
     - Other [ ]
  4. What percentage of your councilors participated in the Spring Special Meeting of Council (to hear nominees for President-Elect)?
     - %
  5. What percentage of your councilors were in official attendance at the Fall Virtual Council Meeting?*
     - %
  6. Did a member of your local section attend the Local Section Leaders Track at the 2020 ACS Leadership Institute?*
     - Yes
     - No
  7. Did your local section have a succession and/or leadership development plan during 2020?*
     - Yes
     - No
  8. How did your local section identify future leaders and get them into the leadership pipeline during 2020? (Check all that apply):
     - Self-nomination
     - Solicitation of Advisors
     - Identify inactive committee members
     - Formal leadership training
     - Long-Term Plan
     - Outreach to New Members
1. **How many times did the executive committee conduct governance business during 2020?**
   Complete the field with the numerical value.

2. **How many members were there in the executive committee during 2020?**
   Complete the field with the numerical value.

3. **How did the executive committee communicate with one another during 2020?** (Check all that apply.)
   Options are, email, teleconference, Zoom/Gotomeeting/Webex, ACS Network, or Other

4. **What percentage of your councilors participated in the Spring Special Meeting of Council (to hear nominees for President-Elect)?**
Answer with a percentage of councilors attendance

5. What percentage of your councilors were in official attendance at the Fall Virtual Council Meeting?
   Complete the text boxes with a list of your top 3 goals in 10,000 characters or less. Text can be cut and pasted.

6. Did a member of your local section attend the Local Section Leaders Track at the 2020 ACS Leadership Institute?
   Select yes or no

7. Did your local section have a succession and/or leadership development plan during 2020?
   Select yes or no

8. How did your local section identify future leaders and get them into the leadership pipeline during 2020? (Check all that apply.)
   Options are self-nomination, solicitation or advertising, identify active committee members, formal leadership training, long term plan, outreach to new members, arm-twisting, and other (if checked complete text box with other identification tools used).

9. Did your local section conduct an officer election during 2020?
   Select yes or no.
   • If yes, an additional question, “How many members voted in your local section officer election in 2020?” Please respond in text area.

10. Did your local section conduct its elections electronically during 2020?
    Select yes or no.
    • If yes, an additional question, “If the response to above question is Yes, please list what tool you used to conduct elections” Please respond in text area.

11. Questions 11-13 provide the opportunity for you sections leadership to communicate successes, challenges, goals and progress towards meeting those goals: 2020 Chair's report: Please provide a narrative of the past year's activity/successes/challenges:
    Respond in text area

12. 2021 Chair’s goals for the Section:
    Use text areas a, b, and c to list top goals. Use text area d to express concerns and challenges

13. 2021 Chair-Elect’s goals for the Section
    Use text areas a, b, and c to list top goals. Use text area d to express concerns and challenges

14. Does the Local Section have a Vision and/or Mission Statement?
    Answer Yes or No

15. What was the date of the last Local Section strategic planning session?
    Select date using pop-up calendar

Once completed, click ‘Save and Continue to Next Step.’
**Organization Tab**
The Organization tab requests information about your committees, subsections, topical groups, members and volunteers.

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### Required Fields
1. Did your local section have active coordinators for the following? 
   - Select one activity

   Coordinator names that relate to the activity selected above
   - Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.
   - Search...

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### Activity Coordinator Names
There is no data available in table to display
1. Did your local section have active coordinators for the following?  

Select one activity:  
Professional Relations:  

Coordinator names that relate to the activity selected above  
Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.  
Search...  

Add

Activity  Coordinator Names  
There is no data available in table to display

Coordinator names that relate to the activity selected above  
Please type the name of the coordinator and click on their name from the list below to select. Click Add to confirm your selection.  

John H. Lackey  
HLackey@mdx.missouri.edu  

John Myrtil  
E-mail: ljohn@memphis.edu  

John Mansfield  
john.mansfield@jmu.edu  

Charles Martin Johnson Jr  
E-mail: charles.johnson@jmu.edu

Add

Activity  Coordinator Names  
There is no data available in table to display
1. Did your local section have any active coordinators for the following?
   This answer type contains a drop down list and a search bar. If you had a coordinator for any activity, select the activity from the drop down. Then use the search bar to find name of person. Only people who are within your local section are available within the search portion. Select the appropriate name for the appropriate activity, select add and notice it in the table below.

2. How many subsections were active in your local section during 2019?
   Complete the field with the numerical value.

3. How many subsection meetings were held by your local section during 2020?
   Complete the field with a numerical value.

4. How many topical groups were active in your location section during 2020?
   Complete the field with a numerical value.

5. How many topical group meetings were held in your local section during 2020?
   Complete the field with the numerical value.

6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2020?
   Please select yes or no.

7. How many dues-paying local section affiliates* were in your local section during 2020?
   Complete the field with the numerical value.

8. What was the approximate number of active volunteers in your local section during 2020?
   Complete field with the numerical value.

9. Please estimate the number of new volunteers in your local section during 2020?
   Complete the field with the numerical value.
10. Please indicate all the ways that your local section recognized volunteers during 2020 (Check all that apply)

Please select from the following options: certificates, awards, letter to volunteer supervisor, letter to volunteer, recognition at an event, recognition on web, recognition in newsletter, and other (fill out text area with appropriate information).

Once completed, click ‘Save and Continue to Next Step.’

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**Communications Tab**

The communications tab requests information about how your local section communications including local section meetings, councilor reports, newsletters, and web.

1. **How many local section meetings were held during 2020?**
   Complete field with numerical value

2. **On average, how many members attended a local section meeting during 2020?**
   Complete field with numerical value
3. **How did Councilors report to your local section members about national ACS matters during 2020? (Check all that apply.)**
   Please choose any of the following options: at a section meeting, at an executive committee meeting, in the newsletter, on the local section website, in an email, and other (fill out text area with appropriate information).

4. **Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2020?**
   Select yes or no

5. **How does the section’s leadership communicate information to its members (including social media channels)?**
   In space a provide a general description of communication within your local section. In space b and c provide how often newsletters were published and number of meeting notices were provided. Please complete with numerical values.

6. **What social media does your local section use? (If selected, please provide the link.)**
   Options are: Facebook, Instagram, LinkedIn, Snapchat, TikTok, Twitter, Other

7. **Did you local section have a website during 2020?**
   Select yes or no. If you select yes an additional question will be presented “If the answer to above question is YES, what was the URL for your local section website?” Please provide answer in text area

8. **Did your local section post its Annual Report on your website during 2020?**
   Select Yes or No

Once completed, click ‘Save and Continue to Next Step.’
continues on next page
**Nomination Tab**
The Nomination tab gives your local section the opportunity to nominate themselves for the Local Section Outstanding Performance Award.

1. **Our Section would like to self-nominate for the Local Section Outstanding Performance Award**
   Select yes or no
   Once completed, click 'Save and Continue to Next Step' marked 1.

**Supporting Materials Tab**
Add files related to the administration form to this tab. Community Connection accepts jpg, png, gif, doc, docx, xls, xlsx, ppt, pdf, pptx, jpeg, and zip for upload.
Upload File

1. Complete a brief description of the file
2. Click the Browse button and locate the file on your computer
3. Click the Upload button
4. To view the uploaded document, select the download icon
5. To delete the uploaded document, select the delete icon

Submitting Form for Approval
This action alerts your local section counselor the form is ready for their approval.

Annual Reports

Review your form to confirm you have the correct information and the form is complete before submitting for approval. Once all tabs have been completed with required information and saved the Submit for Councilor/Chair Approval button activates.

1. Click the Submit for Councilor/Chair Approval button to alert your local section counselor the form is ready for their approval.