STC Community Success Plan

This document defines the activities that a community should do to be successful. Your community can use this document to help with annual planning.

| Area | Activities |
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| Annual Plan | * Create an annual community plan and submit it to the STC office and Community Affairs Committee (CAC) |
| Budget | * Using your annual community plan, create and submit a community budget to the STC budget review committee |
| Financial Report | * Submit a community financial report to the STC office and treasurer |
| File Taxes | * File 990N tax return online (US chapters only) |
| Membership | * Increase overall membership by participating in membership-drive contests |
| Elections | * Hold annual elections * Hold a leadership transition meeting * Provide the STC office and CAC new leader contact information |
| Leadership | * Send representatives to the Leadership Program at the STC Summit * Community leaders attend the CAC’s leadership webinars |
| Recognition | * Research and encourage eligible members to apply for Associate Fellow and Fellow * Hold an annual event to recognize all community volunteers |
| Programs | * Chapters: Hold face-to-face meetings and invite virtual attendees * SIGs: Hold virtual meetings and encourage SIG members in the same area to gather in person for the meetings |
| Outreach | * Reach out to technical communication programs at local colleges and universities to promote technical communication and STC * Reach out to members and non-members through a blog, LinkedIn Page, Facebook page, Twitter , email list, online forum, or newsletter (More than one medium recommended) * Reach out to other communities; share your newsletters and invite their members to your programs |