SECTION LEADER HANDBOOK

welcome
SECTION LEADERS

Welcome Section leaders! This handbook is designed to provide general information to all Sections and officers. Your work as a Section leader and AACE volunteer is essential as we work together to expand and support the total cost management community across the globe. You bring knowledge of your own community, a spirit of service, and commitment to AACE. Thank you for these special contributions!

Photo: Greater Cairo Section

SECTION MINIMUM STANDARDS & REPORTING

The following are the Section Minimum Standards (effective June 2016) as adopted and approved by AACE's Board of Directors:

- **Government Filings:** IRS filings, or appropriate government filings for the country where the Section is located, must be up-to-date. For non-US Sections, if a government filing is not required, a financial review must be conducted, approved by the Section board, and filed with AACE International headquarters.
- **Section Officers/Directors:** Section to submit list of Section officers/directors no later than 31 December of each year. The required template will be downloaded by **clicking here**.
- **Bank Account:** Section to submit the bank account(s) it maintains with account number(s) and signatories. For non-US Sections, if a Section bank account is not allowed, alternative arrangements must be made and agreed to by AACE International headquarters.
- **Technical Meetings:** Sections to have held or jointly sponsored a minimum of 3 Section technical in-person or virtual meetings for its membership.
- **Communication:** Section must have sent a minimum of 3 communications to their membership.
- Bylaws: 1) Confirmation that bylaws are current and do not require amendment or 2) submission of requested bylaws changes (prior to a Section membership vote).
- **Minimum Membership:** Have at least five (5) members in good standing as of 31 December of each year.

All reporting will be handled through the Section Minimum Standards & Scorecard App. Sections are *required* to meet all Section Minimum Standards each calendar year to remain in compliance and receive funding. Sections may *voluntarily* report Section Scorecard activity and accumulate points to qualify for annual awards.

❶ **LEARN MORE**	▶ **WATCH NOW**	⬇ **DOWNLOAD**
Section Minimum Standards & Scorecard App Handbook	Section Minimum Standards & Scorecard Training Tutorial. (Tutorial may not address 2021 changes, so refer to the Handbook for current guidance.)	Section Minimum Standards & Scorecard App

PROMOTING SECTION EVENTS

SECTION LOGO

All AACE Sections are provided with a JPG and vector image of their logo for use by the Section. This is the only logo that Sections are authorized to use. Previous Section logos should be replaced with the one attached here. This logo may not be altered without permission.

You can find your Section logo by going to the AACE Communities, and in the search bar entering your Section's name.

COMMUNICATING WITH SECTION MEMBERS

There are two ways officers can send messages to members. Keep in mind that these messages will only reach individuals who are affiliated with your Section and their dues are current with AACE.

In the **AACE Communities,** there are groups for each Section. You can send an email to all members of your Section by posting a message to your Section's discussion board. If you are unfamiliar with using the AACE Community, there is a **video tutorial** to assist you.

Another way to send a message to your Section members is by downloading the Section roster by clicking on "Self-Service Reporting" under your profile after you login on AACE's website.

Sending just one announcement about the event to your Section members usually isn't enough. You'll want to send a reminder announcement a few days prior to the start of the event, especially if pre-registration is required.

COMMUNICATING WITH ALL AACE MEMBERS

If your event might be of interest to AACE members outside of your Section, there are several options for spreading the word to all AACE members. First, add your event to the **Calendar of Events**.

Post information on your event under the **General Discussion** area within the AACE Communities.

Section event announcements can also be placed on **AACE's LinkedIn page**. Images with graphics attact the most attention. Be sure to use your Section's logo in the promotion.

Photo: Hawaii Section

GENERAL MATERIALS AND TEMPLATES

> **SAMPLE BYLAWS**

If you need to update your Section bylaws, start with the Sample Bylaws. (Click on the button above.)

Other templates are available via the AACE Communities. To access these resources:
1. Login to the AACE Communities
2. In the search bar, enter your region - the number must be 2 digits (Example: Region 01)
3. These resources will be found in your region's library. (Link below will take you to the Communities home page)

ATTENDANCE TEMPLATE >

> **CERTIFICATE TEMPLATE**

MINUTES TEMPLATE >

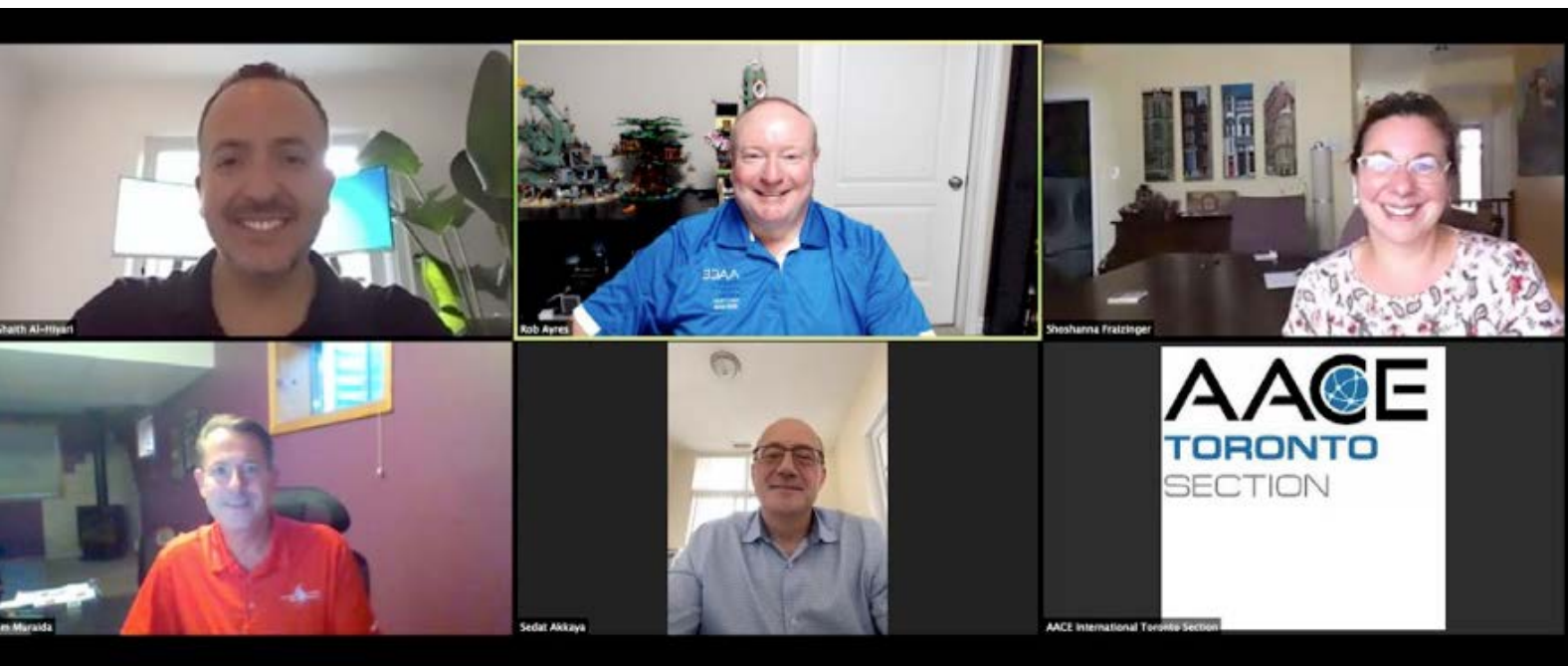> **POWERPOINT TEMPLATE**

Photo: Toronto Section virtual meeting.

MARKETING MATERIALS

The following marketing resources are also available in your region's library via the AACE Communitites. (Links below will take you to the Communities home page)
1. Customizable Section brochure
2. Roll-up banner art
3. Why Join AACE
4. Path to AACE Certified

CUSTOMIZABLE SECTION BROCHURE >

ROLL-UP BANNER ART >

WHY JOIN AACE? >

PATH TO AACE CERTIFIED >

Photo: Brazil Section

MEMBER RECOGNITION

EXISTING MEMBERS

Existing members need to know that they continue to be an important part of AACE and your Section, regardless of their level of participation.

Here are some ways that you can recognize existing members:

- Take photos during a Section meeting (screen shots of a virtual meeting work, too). **To submit section news to be published in Source, contact Headquarters.**
- Establish a "featured member" column in your newsletter. Have a simple questionnaire for the featured member to complete to help write the article or even just print it as a Q&A piece. Be sure to run the photo of your featured member with the article.
- Send a greeting card or other message to recognize weddings, new babies, promotions, etc.
- Longevity awards for members attaining 5, 10, 15, etc. years of membership. (You can utilize the certificate template for this.)
- Establish an awards program where you can recognize the "rising professional", "woman" or "member of the year", etc.
- Be sure to recognize members who have achieved a certification designation in both your Section newsletter and on social media.

NEW MEMBERS

New members should be welcomed to the Section and recognized for their decision to join AACE International. Examples of how you could recognize new members are:

- Publish the names and a welcome message in your Section newsletter. Have board members send a personal welcome email.
- If you're having an in-person meeting, make sure that board members are inviting the new members to sit with them.

QUESTIONS?

If you have questions, please reach out to your **Regional Director** or **AACE Headquarters**.

Photo: Qatar Section