



SOCIETY FOR TECHNICAL COMMUNICATION

STC Community Re-Chartering

(Use as much space as necessary to answer the questions.)

1. What is the **current name** of your chapter (geographic community) or SIG (community of interest)?

The current name is Society for Technical Communication San Francisco Chapter.

2. Do you want to change the **name of your community**? If so, please enter the new name.

Yes. San Francisco Society for Technical Communication (SF STC).

3. What is the **mission** statement of your community?

The mission of the San Francisco Society for Technical Communication is to:

- Promote the arts and sciences of technical communication in the San Francisco Bay Area
- Promote career development in the technical communication profession for our members, other colleagues, and students of technical communication
- Promote respect, increased public awareness, and appreciation of the technical communication profession

- 4a. What are the **goals** of your community? (list at least 3 but no more than 7)

4b. What **strategies** will your community strive to implement to achieve your goals? (list 1-3 for each goal)

4c. What **programs and activities** will your community offer to implement your strategies? (list at least one for each strategy)

1. Develop a membership base that represents technical communicators in the San Francisco Bay Area.
 - Recruit members from representative industries (financial services, biotech, software development).
 - Offer appropriate programs at monthly community meetings.
 - Develop PR program to advertise monthly community meetings.

2. Provide support and networking opportunities for our members.
 - Provide an interesting mix and adequate number participants at monthly community meetings.
 - Offer stimulating programs at the meetings.
 - Develop a PR program to advertise the meetings.
 - Provide door prizes.
 - Continue to provide a wheelchair accessible meeting location.
 - Hold a holiday party.
3. Provide career development and educational opportunities for our members, other colleagues, and students of technical communication.
 - Provide information about the technical communication profession as well as SF STC activities.
 - Offer stimulating programs at the monthly community meetings.
 - Maintain and continue to expand our community website.
 - Maintain and continue to expand our community newsletter *ActiveVOICE*.
 - Promote job opportunities.
 - Include a job exchange at monthly meetings.
 - Make our members aware of the job resources on the web sites for the Silicon Valley chapter and the Society web site.
4. Recognize the outstanding accomplishments of our members, other technical communicators, and students in the San Francisco Bay Area.
 - Hold Touchstone (the Northern California Technical Communication Competition) annually with other Northern California STC communities.
 - Recruit judges and other volunteers from our chapter.
 - Publicize Touchstone through our community's newsletter, web site, the listservs, and other means.
 - Provide chapter representatives to Touchstone committees.
 - Support students and faculty in the Technical and Professional Writing Program at San Francisco State University.
 - Fund an annual scholarship from our chapter for a student in the San Francisco State University TPW Program.
 - Provide participants on the scholarship committee from the chapter as needed.
 - Offer a student discount to monthly community meetings

5. Maintain a cooperative and productive relationship with other STC Communities in Northern California.
 - Participate in activities with other STC Communities in Northern California.
 - Send representatives to STC NorCal.
 - Send representatives to Leadership Days.
 - Support Touchstone activities, including the Gordon Scholarship, which is funded by proceeds from Touchstone.
 - Send representatives to the STC Northern California Presidents' Group.
 - Sponsor workshops with other communities.
 - Respect the membership activities of the other chapters.
 - Don't recruit members away from other chapters.
 - Avoid holding activities at conflicting times.
6. Build a strong and sustainable organization.
 - Involve more members in chapter development and leadership.
 - Publicize the advantages of volunteering.
 - Invite members who attend meetings frequently to volunteer.
 - Provide visibility (special name tags) for chapter leaders at meetings.
 - Thank volunteers regularly with appropriate praise and gifts.
 - Structure Administrative Council Meetings so that they are fun.
 - Develop a clear leadership structure.
 - Hold Administrative Council Meetings regularly.
 - Recruit and elect new officers annually.
 - Maintain the chapter handbook.

5. What has been your average annual cost of operating your community over the last three years?"

\$12,250

6. Describe the members whom you hope to attract to your new community.

- Technical communicators in the San Francisco Bay Area from representative industries (financial services, biotech, software development) and from all organizational levels (entry level, senior level, management, visionary).
- Students of technical communication especially those in the TPW Program at SF State University.

7 How will your community provide value to the larger STC community and further the overall goals of the Society?

By—

- Promoting the arts and sciences of technical communication in the San Francisco Bay Area
- Promoting career development in the technical communication profession for our members, other colleagues, and students of technical communication.
- Promoting respect, increased public awareness, and appreciation of the technical communication profession.

8 List names of community **members** who took part in this re-chartering process.

Susan Becker
Julia Cope
Marc Smircich
Patrick Lufkin
Tim Bombosch
Larry Pastori
Gilbert Gonzalez
Reyn Johnson