



Chapter Annual Report Checklist

President's Recap:

- ☐ Brief highlights of your chapter from this past year (including successes, challenges, unique activities/events, and any important changes).

Incoming Board Member Information:

- ☐ Do any of the incoming chapter board members have conflicts of interest or bias that may influence the decisions of the chapter board?
- ☐ President (name, email, mailing address, term beginning/end dates)
- ☐ Treasurer (name, email, mailing address, term beginning/end dates)
- ☐ Additional Board Position #1 (position title, name, email, term beginning/end dates)
- ☐ Additional Board Position #2 (position title, name, email, term beginning/end dates)
- ☐ Additional Board Position #3 (position title, name, email, term beginning/end dates)
- ☐ Any Additional Board Positions, if applicable (position title, name, email, term beginning/end date)
- ☐ Chapter Contact for Sponsorship Inquiries (name and email)

Virtual Engagement:

- ☐ Does your chapter offer three or more virtual meeting opportunities per year?
- ☐ Does your chapter have a Facebook page?
- ☐ Chapter Facebook URL and Email address of chapter's social media administrator, if applicable

Board Meeting Information:

- ☐ Dates of four required chapter board meetings

Chapter Event Information:

- ☐ What is the primary factor for your chapter when scheduling educational programming?
- ☐ Information on six required chapter events (date, number of attendees, event type, topic and speaker (if applicable), sponsorship, continuing education hours, topic category)

Treasury Information:

Treasury information is submitted separately on the Treasurer's Report. Please review this with your chapter treasurer and sign off on their completed report.

2026 Chapter Success Metrics:

You will be asked to select the four success metrics your chapter will be working towards in 2026. Please see the [Success Metric Checklist](#) for more details on metric selection.

Requirements for Chapter Renewal:

Please confirm your chapter has met the following minimum requirements:

- ☐ 5 elected board officers
- ☐ Chapter has paid the annual Charter Renewal Fee
- ☐ Held the required four board meetings
- ☐ Held the required six chapter events