Chapter Annual Report Checklist

2022 President’s Recap:
- Brief highlights of your chapter from this past year (including successes, challenges, unique activities/events, and any important changes).

2023 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)
- Additional Board Positions (position title, name, email, term beginning/end dates)*
- 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*
- Email address of chapter’s social media administrator*

2022 Board Meeting Information:
- Dates of four required chapter board meetings

2022 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*, sponsorship, continuing education hours, topic category)

Treasury Information:
Treasury information is submitted separately on the 2022 Treasurer’s Report. Please review this with your chapter treasurer and sign off on their completed report.

Requirements for Chapter Renewal:
Please confirm your chapter has met the following minimum requirements:
- 5 elected board officers (President, Treasurer, and three additional positions based on the needs of the chapter)
- Chapter has paid the 2022 Charter Renewal Fee
- Held the required four board meetings during 2022
- Held the required six chapter events during 2022

* Indicates optional fields that may not apply to all chapters.