



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)
- 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**

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**, 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.

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 annual Charter Renewal Fee
- Held the required four board meetings
- Held the required six chapter events

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