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.