



Nevada State Chapter Annual Responsibilities & Goals Checklist

CHAPTER RESPONSIBILITIES:

- _____ Chapter President (or designee) will attend the annual fall State Executive Board Meeting (*Virtual Tonopah*).
- _____ Chapter President (or designee) will attend the State Convention Executive Board meeting.
- _____ All applicable chapter dues and fees are to be submitted to the State Treasurer and to International by July 1.
- _____ Chapter's Annual Treasurer's Report (Form 15) is to be submitted to the State Treasurer by July 15.
- _____ Chapter's Necrology Report (Form 2) is to be submitted to the State Membership Chair by March 1.
- _____ Chapter President will submit the New Chapter Officer Report (Form 110) to International on even years.
- _____ Chapters will hold a minimum of two Executive Board Meetings during the year (may be virtual).
- _____ Chapters will hold a minimum of four business meetings during the year (may be virtual).

CHAPTER GOALS:

- _____ Chapter sends at least one newsletter to the State Webmaster.
*Chapters may submit a joint newsletter.
- _____ Chapter submits at least one article to the State Communication's Chair/The Nevadagram Editor by the posted deadlines. *Chapters may submit a joint article.
- _____ Chapter invites at least two guests (prospective new members) to a meeting or chapter activity/program/event.
- _____ Chapter awards at least one "Nevada Apple Award". *Protocol, guidelines, & award are at the discretion of each individual chapter. The State will provide certificates for each recipient.
- _____ Chapter inducts new members.
- _____ Chapter holds an orientation session for new members.
- _____ Chapter invites the State President to a meeting, program, or event.
- _____ New Chapter President (or designee) attends the Nevada State Leadership Training in even years.