



Keep Your Chapter Healthy Checklist

	Yes	No
Does your chapter have a mission?		
Do you have an annual chapter plan for programs and growth?		
Does your chapter have all officer positions filled?		
Have you submitted all necessary paperwork to National?		
Does your chapter have a consistent filing system and is it passed on when officers change?		
Does your chapter submit nominees for Tobin, Defenders, and National Awards?		
Do you conduct regular membership and board meetings?		
Are the bylaws reviewed regularly and kept up-to-date?		
Do you communicate regularly with your national director?		
Does your chapter maintain the necessary insurance?		
Do your members attend the division meetings?		
Do your members/officers attend the National Convention?		
Do you have updated membership records (including member email addresses)?		
Do you communicate chapter events well in advance/more than once?		
Does your chapter have a newsletter?		
Does your chapter have a website?		
Do you partner new members with current members for mentoring?		
Do you have positive relationships with local media outlets?		
Do you have a leadership mentoring program?		