



## Sample Chapter Activities Plan for the Year

<b>Activity</b>	<b>Position Responsible</b>	<b>Target Completion Date</b>	<b>Completed</b>
Hold chapter planning meeting	President	by January 31	
Schedule chapter meetings for the year	Vice President	by January 31	
Obtain all chapter files from previous officer	Secretary	by January 1	
Plan chapter revenue opportunities	Treasurer	by January 31	
Review chapter bylaws	Chapter Board	by February 28	
Review and update budget	Treasurer	Quarterly	
Membership outreach plan	Chapter Board	by February 28	
Notify board members of meetings/take notes	Secretary	Monthly (minutes one week later)	
Update chapter web page	Webmaster	Monthly	
Send 990 Form to IRS	Treasurer	by April 1	
Submit award nominations to National	Awards Committee	by June 1	
Submit officer nominations	Nominating Committee	by June 30	
Identify delegates to state annual meeting	Vice President	by May 15	
Schedule visits from national director	President	Quarterly	