



Chapter Operations for First 90 Days

First Executive Committee Meeting

Completed	Task
	Re-evaluate chapter bylaws (every 3-5 years)
	Discuss annual budget
	Set annual chapter goals
	Review officer and committee responsibilities (assign positions as needed)
	Determine Operational Committees and recruit chairs for each. Suggested committees are: Program Committee, Membership Committee, Communications Committee, Nominating Committee, Scholarship Committee, Community Service Committee
	Determine meeting dates (monthly, bi-monthly, quarterly, etc.) and tentative speakers and topics

Following First Executive Committee Meeting

President

Completed	Task
	Complete and submit Chapter Information Form to GSCPA office
	Complete and submit Chapter Label Request Form to GSCPA office
	Complete and submit Name Badge Form to GSCPA office (optional)

Program Committee Chair

Completed	Task
	Contact program speakers and obtain bios and outlines of presentations
	Contact facilities to reserve meeting space
	Communicate meeting information to members via newsletter or postcards

Membership Committee Chair

Completed	Task
	Review chapter roster that is provided by the state society
	Contact new members monthly (list will be provided by state society)

Communications Committee Chair/Secretary

Completed	Task
	Prepare first meeting newsletter
	Review chapter web site to see if updates are needed

	Promote meetings locally
--	--------------------------

Nominating Committee Chair

Completed	Task
	Begin to identify potential future officers
	Plan to present slate of officers at January or February chapter meeting
	Submit chapter officers to state society by March 1

Scholarship Committee Chair

Completed	Task
	Determine amount allocated for scholarships
	Begin contacting colleges/universities in your area to promote scholarship opportunities
	Obtain copy of scholarship information for chapter president
	Submit list of scholarship recipients to Society by May 1

Community Service Chair

Completed	Task
	Determine volunteer opportunities and programs
	Recruit chapter members to assist in planning
	Promote activities to chapter

Treasurer

Completed	Task
	Update information with bank
	Prepare budget
	Submit Request for Approval of Funding Form in advance of event
	Submit Request for Reimbursement Form after event