

Seneca Land District
Chapter Annual Checklist

Adopted 9/27/09

Date: _____ Division: _____ Chapter Number: M-_____ Chapter Name: _____

Chapter Counselor: _____ Chapter Contact/Position: _____

Key Areas of Interest:

Does the chapter have a Vision and a Mission Statement? _____

Does the chapter have goals, objectives, and a work plan for the current year? _____

Does the chapter have an objective to increase net membership? _____

Does the chapter have a plan to recruit, orient, assimilate (e.g. a "buddy" system) and train new members? _____

Does the chapter have a membership retention plan? _____

Does the chapter have an objective to improve singing quality? _____

Does the chapter have an annual budget and financial review? _____

Is the chapter's state incorporation current? _____

Has the chapter complied with IRS filing requirements? _____

Has the chapter reported new officers to the Society? _____

Does the chapter have an appointed delegate and does the delegate attend House of Delegate (HOD) meetings? _____

Do the chapter officers attend administrative training? (COTS, HCE, Division meetings, etc)? _____

Chapter's Questions/Concerns?

Items for Follow-Up:

Copy to: Chapter Counselor