

## Chapter Responsibilities

See current calendar for specific dates and deadlines.

### Each Month:

- Submit Monthly New Member Adds to Chapter Service Center
- Submit the monthly President's report
- Prepare agenda for and preside over local board and chapter meeting

### First Trimester (May – August):

#### May:

- Complete training for your new board and local program managers.

#### June:

- Complete chapter Plan of Action including a yearlong calendar of events and a budget.

#### July:

- Submit President Fast Start
- Submit Secretary Checklist to State Secretary
- Submit Treasurer Checklist to State Treasurer
- Submit Early Bird Renewals

#### August:

- All other Fast Starts Due (see CIPs for details)
- Submit SUCCESS by deadline (optional)
- Submit all renewals by final renewal deadline.
- Submit Project of the Trimester to corresponding SPM.
- Submit nominations for Presidential Pins and Medallions.
- Submit LPM and State Delegate Reports.
- Send in transmittals for projects.

### Second Trimester (September – December):

#### September:

- Submit Annual Business Registration with the MN Secretary of State by October 1<sup>st</sup>
  - See State President CIP for full details

#### October:

- Submit Federal 990-N postcard e-filing no later than October 15

#### November:

- Submit Mid-Year Evaluations (President and State Delegate)
- Submit Chapter Quilt Square to Presidential Assistant.
- Submit nominations for Outstanding Young Adult, Women Who Impact, and Person with Developmental Challenges.

- Submit Early Bird Renewals

**December:**

- Submit SUCCESS by deadline (optional)
- Submit all renewals by final renewal deadline.
- Submit Project of the Trimester to corresponding SPM.
- Submit nominations for Presidential Pins and Medallions.
- Submit LPM and State Delegate Reports.
- Send in transmittals for projects.

**Third Trimester (January – April):**

**January:**

- File sales taxes for previous calendar year. See Treasurer CIP for full details. Taxes are due in early February.

**February:**

**March:**

- Submit Early Bird Renewals

**April:**

- Submit SUCCESS by deadline (optional)
- Submit Year End Evaluations (President and State Delegate)
- Submit Community Connection award submissions
- Submit all renewals by final renewal deadline.
- Submit Project of the Trimester to corresponding SPM.
- Submit nominations for Presidential Pins and Medallions.
- Submit LPM and State Delegate Reports.
- Send in transmittals for projects.
- Submit Chapter Officer Sheet for upcoming year (see Book of Forms)
- New officers attend LOTS