



Nevada State Chapter Annual Responsibilities & Goals Checklist

CHAPTER RESPONSIBILITIES:

- _____ Chapter President (or designee) will attend the annual fall State Executive Board Meeting (*Virtual Tonopah*).
- _____ Chapter President (or designee) will attend the State Convention Executive Board meeting.
- _____ All applicable chapter dues and fees are to be submitted to the State Treasurer and to International by July 1.
- _____ Chapter's Annual Treasurer's Report (Form 15) is to be submitted to the State Treasurer by July 15.
- _____ Chapter's Necrology Report (Form 2) is to be submitted to the State Membership Chair by March 1.
- _____ Chapter President will submit the New Chapter Officer Report (Form 110) to International on even years.
- _____ Chapters will hold a minimum of two Executive Board Meetings during the year (may be virtual).
- _____ Chapters will hold a minimum of four business meetings during the year (may be virtual).

CHAPTER GOALS:

- _____ Chapter sends at least one newsletter to the State Webmaster.
*Chapters may submit a joint newsletter.
- _____ Chapter submits at least one article to the State Communication's Chair/The Nevadagram Editor by the posted deadlines. *Chapters may submit a joint article.
- _____ Chapter invites at least two guests (prospective new members) to a meeting or chapter activity/program/event.
- _____ Chapter awards at least one "Nevada Apple Award". *Protocol, guidelines, & award are at the discretion of each individual chapter. The State will provide certificates for each recipient.
- _____ Chapter inducts new members.
- _____ Chapter holds an orientation session for new members.
- _____ Chapter invites the State President to a meeting, program, or event.
- _____ New Chapter President (or designee) attends the Nevada State Leadership Training in even years.

_____ Chapter awards a Rose of Recognition, notifies the Rose of Recognition Chair, and submits the form & bio found on the website by February 15.

_____ Chapter President creates a profile on the DKG website (dkg.org).

_____ Chapter Executive Board Officers create a profile on the DKG website (dkg.org).

_____ Chapter maintains an updated website linked to the State & International websites.

_____ Chapter adopts a service project or program which furthers at least one of the seven purposes of the DKG Society (can be the same each year).

_____ Chapter contributes to a DKGIEF Fund.

- Educational Projects
- Emergency Fund
- International Speakers Fund
- Scholarship Fund
- Cornetet Award
- World Fellowship
- Schools for Africa
- Educators Award Fund
- Eunah Temple Holden Leadership Fund

*Developed by the Nevada State Chapter Responsibilities & Goals Checklist Committee
February 2023