

Proposed Filing Schemes for Chapter Activities

I. BUSINESS RECORDS

A. Chapter Records

1. Chapter Interest Group
2. Chapter Application/Renewals
3. Chapter Charter
4. Chapter Logos
5. Standing Rules (formerly bylaws)
6. IRS Employees Identification Number
7. Chapter Policies
8. Chapter Procedures

B. Executive Board

1. Chapter Goals & Objectives
2. Board Roster
3. Meetings
 - a. Agendas
 - b. Minutes
4. Strategic Plan
 - a. Process & Planning Files
 - b. Strategic Plans

C. President

1. Annual Reports
2. Annual Reports (to Chapter)
3. Award Nominees
4. Contracts
5. Legal Agreements

D. Treasurer

1. Treasurer's Reports (to Chapter and Board Meetings)
2. Financial Reports (annual)
3. Budgets (annual)
4. Ledger
5. List of Contributors
6. List of Scholarship/Honoraria/Grant Recipients
7. List of Assets

E. Secretary

1. Correspondence – incoming
2. Correspondence – outgoing

F. Membership (General)

1. Membership Roster (end-of-year)
2. Business Meetings
 - a. Agendas
 - b. Minutes
 - c. Attendance
3. Conferences

- a. Planning Files
- b. Conference Packets & Promotional Materials
- c. Evaluations

G. Membership Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports (at Board and Chapter Meetings)
 - c. Membership Status Reports (at Board Meetings)
5. Projects (e.g., membership needs assessment)

H. Nominating Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports (at Board and Chapter Meetings)
5. Ballots (simple)
6. Election Results

I. Program Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports (at Board and Chapter Meetings)
5. Program Planning Files
6. Speakers' Files

J. Research Committee

1. Committee Roster
2. Committee Process/Operating Guidelines
3. Meetings
 - a. Agendas
 - b. Minutes
4. Reports
 - a. Annual Reports
 - b. Periodic Reports (at Board and Chapter Meetings)
5. Research Grants & Projects
 - a. Proposals/Applications
 - b. Awards
 - c. Budgets

- d. Final Reports
- e. Final Products
- 6. Chapter Research Award & Grants
 - a. (Sub)-Committee & Reviewers Rosters
 - b. Applications
 - c. Reviews & Notifications
 - d. Evaluations
 - e. Final Products
- 7. Other Projects

II. PUBLICATIONS

- A. Chapter Newsletters
- B. Articles by Members
- C. Educational Materials Developed by Chapter
- D. Public Relations Materials

III. PROJECTS

- A. Special Projects
 - 1. Applications
 - 2. Final Reports
 - 3. Final Products
- B. Other projects

IV. HISTORICAL MATERIALS

- A. Chapter History
- B. Scrapbook
- C. Chapter Awards
- D. News Clippings
- E. Photographs
- F. Realia