Outline: USCPFA chapter officer’s checklist

Yearly chapter officer’s duties by quarter.

**First quarter, January thru March:**
- Send quarterly report to USCR.
- Send quarterly report to your regional president.
- Hold a membership drive.
- Dues are due to national treasurer if you are on yearly cycle.
- Holiday: Chinese New Year

**Second Quarter, April thru June:**
- Tax report deadline.
  - May 1: e-postcard to national treasurer. See attached example.
  - Do you have state obligations?
- June 30: Send chapter Income Form to national treasurer. Copy attached.
- National seminar is held in DC in even numbered years.
  - Before: verify membership. (To assign chapter voting strength.)
  - Get publicity to all members
- Regional meeting.
  - Provide a yearly chapter report.
  - Do you have or wish to nominate anyone for awards, honors, etc?
  - Get publicity to all members.
- Send quarterly report to USCR.
- Send quarterly report to your regional president.
- Send financial statement to national treasurer.

**Third quarter, July thru September:**
- National convention is held in odd numbered years.
  - Before: verify membership. (To assign chapter voting strength.)
  - Get publicity to all members
  - Do you have or wish to nominate anyone for awards, honors, etc?
- Regional meeting.
  - Provide yearly chapter report.
  - Do you have or wish to nominate anyone for awards, honors, etc?
  - Get publicity to all members.
- Send quarterly report to USCR.
- Send quarterly report to your regional president.

**Fourth quarter, October thru December:**
- Send quarterly report to USCR.
- Send quarterly report to your regional president.