

SOP State Council Report Procedure

State Council Report Procedures

Purpose:

To define the written report process and frequency of reporting, in order to create consistency and clarity of communication, as well as facilitate meeting requirements with National.

I. Annual Report:

- a. Chapter President will acquire the Annual Report form from National
- b. Information included:
 - i. Information on the State Council Officers
 - ii. Committees
 - iii. Meetings
 - iv. Any publications
 - v. Operations
 - vi. Activities
- c. The report will be submitted in a timely manner to meet the requirements of National

II. Financial Report:

- a. The financial report will be submitted to the National Association by June 1 each year
- b. Information included:
 - i. Balance sheet
 - ii. Statement of revenues and expenses
 - iii. Budget proposal for the year
 - iv. Current membership
- c. Monthly:
 - i. The treasurer will present a financial status report to the membership attending scheduled meetings
 - ii. The report will be submitted in writing and posted to the Chapter website by the secretary for general statewide membership access

III. Committee Reports:

- a. Monthly:
 - i. Each committee chair person will present information related to activities and outcomes achieved to the membership attending scheduled meetings
 - ii. The report will be submitted in writing and posted to the Chapter website by the secretary for general statewide membership access