

ANNUAL REPORT OF THE CHAPTER BOARD OF DIRECTORS

_____ Chapter of ANAC

COMPLIANCE SELF-ASSESSMENT

(Minimum Quality Standards for Chapters of ANAC)

STANDARD

| Met | Not Met | |
|-----|---------|---|
| | | 1. Promote the Mission of ANAC. |
| | | 2. Ensure that all Chapter members are National members of ANAC. |
| | | 3. Hold annual elections for a minimum of three Officers and Chairperson of the Nominating Committee. |
| | | 4. Hold four (4) meetings of the BOD Annually |
| | | 5. Hold four (4) meeting of the Chapter Membership Annually |
| | | 6. Adopt/maintain Bylaws that conform to both ANAC & ANAC Chapter Organizational Manual Guidelines. (If not on file with national office must provide a copy to the national office for their files |
| | | 7. Ensure that Chapter Leadership annually reviews and complies with all policies and procedures of ANAC per the Organizational Manual. |
| | | 8. Forward copies of newsletters, flyers etc. to National (if applicable |
| | | 9. Maintain communication between chapter members through flyers, newsletters, E-mail, etc. |
| | | 10. Maintain Checking account for Chapter funds with proper FEIN #. |
| | | 11. By NOVEMBER 1st of the current year, complete and submit the Chapter Leadership List for the upcoming year to National. |
| | | 12. By JANUARY 31st of the current year, complete and submit the Annual Report of the Chapter Board of Directors for the previous year. |

Please explain any lack of compliance and the Chapter's plan to correct the standard.

| Standard not met | Plan to correct standard in the future |
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Chapter President's Signature

_____, 20_____
Date Completed