

ANNUAL REPORT OF THE CHAPTER BOARD OF DIRECTORS

COMPLIANCE SELF-ASSESSMENT

Minimum Quality Standards for Chapters of ANAC

_____ Chapter 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

Chapter President Name: _____

Signature: _____

Date completed: _____