



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 memebtrs.
- 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.