



AAWCC Local Chapter/ State Section Communication Checklist

Yearly

By July 1 submit your AAWCC Chapter/Section Fiscal Year Report to your Regional Director. Send list of chapter officers and chapter members to Membership Support Services to update the database, and a check which includes \$10 per member reported for individual national membership dues.

Semi-annually

Send items to the Board for action through your Regional Director. Examples of items needing Board approval are as follows: recognition as a new chapter or state section, official name change of an existing chapter, recommendations for changes to national by-laws, and national legislative action items. The Board meets twice per year, generally in April and October.

Quarterly

Send information about your chapter to your Regional Director for inclusion in the AAWCC *Quarterly* online newsletter.

Regularly

Send reports of chapter/section activities, newsletters, etc. to your Regional Director.