

PRESIDENT'S CHECK LIST

STATE SOCIETY: _____

COMPLETED BY: _____

DATE: _____

	YES	NO	DISTRICT COUNCILLOR	EXECUTIVE COUNCILLOR	AMT OFFICE	JUDICIARY COUNCILLOR
SCIENTIFIC MEETING NOTICE-1ST MEETING						
BUSINESS MEETING NOTICE-1ST MEETING						
BOARD MEETING NOTICE-1ST MEETING						
TREASURER'S REPORT-1ST MEETING						
MINUTES- 1ST BUSINESS						
MINUTES-1ST B.O.D.						
SCIENTIFIC MEETING NOTICE-2ND MEETING						
BUSINESS MEETING NOTICE-2ND MEETING						
BOARD MEETING NOTICE-2ND MEETING						
TREASURER'S REPORT-2ND MEETING						
MINUTES- 2ND BUSINESS						
MINUTES-2ND B.O.D.						
MONTHLY BANK STATEMENTS****						
ATTENDANCE ROSTER						
CEC ROSTER						
COPY OF PROGRAM						
AUDIT*						
IRS 1099 FORMS						
PROPERTY INVENTORY*						
AWARD FORMS**						
STATE SOCIETY NEW FORMS or COPY OF EMAILS						
OFFICER INFORMATION UPDATE SHEET*						
DELEGATE ROSTER FORM WITH ADDRESSES****						
COMMITTEE REPORTS						
LEGISLATIVE CHAIRPERSON NAME & ADDRESS						
STATE SENATORS & REPRESENTATIVES (Names & Addresses)**						

COMMENTS:

This form is to be completed after each state meeting--Please note date of each activity.

This form is to be mailed to Councillor once per year.

* after fall meeting

*** before National Meeting (separate list from meeting minutes)

** before January 1

**** Submit quarterly

Revised July 2003