

ROC Agenda September 2011 Myrtle Beach, SC

Monday 9-19-11

NOON - LUNCH

- 1:00PM - Roll Call of Chapter Officers (Vince)
2:00PM - Presentation (George Pearson - VP COPS)
2:30PM - ROC Staff Reports:
 Treasurer - (Ted Devens)
 Communications - (Amy Wangdahl - ASSE Web Hosting)
 PDC - (Jim Morris/Dave Wenzel)
 Awards - (Mary Winkler)
 COPS - (Mike Kerns)
 Gov't Affairs moved Tuesday AM
3:30PM - Report on Upcoming Board Meeting (Vince)
4:00PM - Status on ASSE email (Vince)
4:15PM - Chapter Charter requirements/STARS/Taxes/Strategic Plans/By-Laws (Vince)

Tuesday 9-20-11

- 8:00AM - Review of Conference Call Agenda (Vince)
9:00AM - Government Affairs (Dave Heidorn)
 - discussion on State Government Affairs Groups
10:00AM - Chapter Reports
11:30AM -
12 Noon - Lunch
- 1:00PM - Officer Training - Hands-on stuff! More than the Society officer training.
Group participation
- ASSE- "What's in it for Me!" (Rick Pollack, ASSE President-Elect)
 - Volunteerism - (Diana Stegall, ASSE PDC Chair)
 - ASSE Officer Central
 - ASSE Past Webinars
 - New Chapter Operational Accounting Guidelines (Mike Kerns & Ted Devens)
 - Succession Planning
 - PDCs (PayPal, MOUs)
 - Open Discussion
 - STARS

Chapter Calendar - Officer/EB Requirements & Suggested Items

Date	Item	Responsible Party
July 1	Chapter year begins and Society/Chapter officers begin terms	
July 15	Programs for upcoming year finalized, marketing strategy ready to roll out – if post cards, allow 3-4 weeks for mailing	Program chair/President
Aug. 15	<ol style="list-style-type: none"> 1. Chapter Annual Performance Reports (STARS report) to RVP and ASSE HQ 2. Deadline for chapters/regions to file Form 990EZ and 990T with IRS 3. Deadline for copy of Chapter's tax return, proof of filing, or proof of extension to ASSE HQ 	Immediate Past President
September	ROC Meeting	Current President or other EB member
October	Annual Leadership Conference in Chicago	Current EB members
December	Appoints N&E Committees for upcoming year's chapter officers and delegates	Current Chapter President
Jan. 1	Region SPY applications sent to RVP-Awards (Mary Winkler)	Current Chapter President or Awards Chair
Feb. 1	Review Chapter bylaws annually, resubmit to RVP every other year	Current Chapter President
March 1	Chapter Dues Report Form to Society HQ	Current Chapter President
March 1	Nominations announced (posted 60 days), voted May 1	N&E committee
March	Chapter Planning pre-meeting – should include budget, meetings for upcoming year, succession planning for incoming EB members and chairs, organization of EB and other planning meeting dates.	All current and potential EB members
March 31	End of fiscal year	All EB members
May 31	<p>Previous fiscal year's annual reports due to RVP and ASSE HQ</p> <p>Chapter Officer and Delegate Report Form due to RVP and ASSE HQ</p>	<p>Current Chapter Treasurer</p> <p>Current Chapter President</p>
June 30	Transfer all chapter administration materials to incoming chapter officers (see turnover list)	All outgoing EB members

ASSE-NCC
Officer Turnover Checklist

Officer/Chair	Action Item	new Officer/Chair	Date Completed
President			
Mike	Society Bylaws	Amy	
Mike	Chapter Bylaws	Amy	
Mike	Chapter Incorporated Paperwork	Amy	
Mike	Chapter Affiliate Agreement paperwork	Amy	
Mike	Maintenance of Chapter Charter requirements-SOG 8.10	Amy	
Mike	Map of Chapter Boundaries	Amy	
Mike	Chapter Long Range Plan	Amy	
Mike	Copies of the past 5 Chapter Annual Reports	Amy	
Mike	Copies of routine Chapter President correspondence	Amy	
Mike	Other pertinent correspondence	Amy	
Mike	Banner & Table Skirt	Amy	
Mike	CSP/ASP CDs	Amy	
President-Elect			
Amy	Society Bylaws	Carol	
Amy	Chapter Bylaws	Carol	
Amy	Other pertinent correspondence	Carol	
Secretary			
Carol	Chapter Bylaws	Tom	
Carol	Current roster of Chapter Members	Tom	
Carol	Chapter Charter	Tom	
Carol	Meeting minutes	Tom	
Treasurer			
Mike	Chapter Bylaws	Rob	
Mike	Copies of past seven (7) years Chapter financial reports and supporting documentation	Rob	
Mike	Current paid Society dues list of Chapter membership	Rob	
Polly	Copy of Chapter's Employer Identification Number (EIN) supplied by IRS	Rob	
Polly	Signature card for bank and check writing privileges	Rob, Amy, Carol	
Polly	Bank ledger and checkbooks	Rob	
Membership Chair			
Amy	Chapter Bylaws	Amy	
Amy	Examples of Best Practices used during past year	Amy	
Amy	Current roster of Chapter members	Amy	

The New Financial Chapter Operating Guidelines
Saturday, Oct. 15, 2011 at 9:15am – 10:00 am, 10:15am – 11:00am

Michael Kerns, Past-President National Capital Chapter
Vince Miller, Region VI Vice President

Session Description: The Council on Member and Region Affairs provides the Chapter Accounting Standard Operating Guidelines document to you as an essential resource as a Chapter Treasurer. The document provides uniform accounting guidelines for you to follow. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship. Not every financial transaction described in the guideline may apply to your chapter

Learning Objectives: By the end of the session, the participants should be able to:

1. Explain the role and responsibilities of the Chapter President, Treasurer and Executive Committee Members and what “Must” or “Shall” be implemented within Chapter financial management practices.
2. Review and understand the newly approved Chapter Accounting Standard Operating Guidelines, as approved by CoMRA on 5/20/11.
3. Explain how to use the Chapter Accounting Standard Operating Guidelines as a tool to improve financial management and control the risk of improper activity and lawsuits.
4. Describe to Chapter Executive Committee members how you can adopt the Guidelines and/or customize to meet specific Chapter needs.
5. Explain how to implement Financial management policies and procedures to achieve “financial transparency” in Chapter financial transactions.

Session Outline:

- I. Introduction**
 1. Intro (self, session, and participants)
 2. Quick overview – Why do we need Accounting Guidelines?
 3. Chapter Risk Management- Liability?
- II. Review learning objectives**
 1. Explain why the need for these Guidelines
 2. Explain “Must and Shall” areas of the Guidelines
 3. Review the Guidelines Document and Online version
 4. Explain the risk to Chapters if no Financial Guidelines or best Practices are followed.
- III. Role and responsibilities**
 1. Role and responsibilities for Chapter President
 2. Role and responsibility for Chapter Treasurer
 3. Role and Responsibility for Chapter Executive Committee
- IV. Resources for Financial Management**
 1. Accounting Standard Operating Procedures
 2. Electronic Banking
 3. Email Alerts
 4. Annual Internal Audits
 5. Officer Training
 6. Officer Central
- V. Review**
 1. Summarize and Questions?



2008/2009 Fact Sheet
For the
Submitting Your Chapter's Required Annual Report

1. Use the Excel Workbook titled "Ops-Stars" to complete your chapter's annual activities report, available at: http://members.asse.org/2007/officer_central/presidents.php
2. Complete the entries for "Report Writing" buttons (located in the middle of the front page). If you don't want to compete for recognition, you only have to answer the six questions highlighted in orange.
3. Open the Annual Report page from the "Print Report" buttons (located on the right side of the page).
4. Now save the spreadsheet using the following formula to name the file:
Chapter Name or Acronym (dot) AnnualRept (dot) year submitted
As an example: Nutmeg.AnnualRept.2009
If you don't include your chapter's name in the file name, it is not discernable from all the other unidentified chapter reports.
5. Email your report to your Regional Vice President no later than August 15th.
6. And, upload your report to the Society Webpage at <http://www.asse.org/committees/stars-reports.asp> no later than August 15th.
7. If you *don't* want to compete for Chapter of the Year recognition, congratulations, you are done! Even if you reach Chapter Star level, you are done!

Optional

8. If you do want to compete for recognition as the Chapter of the Year (COY) within your Region and possibly the Society, then you must submit a narrative petition that includes supporting documentation. The template for the COY petition will be available at Officer Central on the ASSE website by June. But for those of you viewing this fact sheet electronically, it's right here. Also available is the evaluation criteria.

Chp_of_the_Year_P
etition_2009.doc

RVP Report Judging
Spreadsheet v3.xls

9. After you write your COY petition, remember to name it using your chapter's name and the year submitted. As an example: OCASSE.COYPetition.2009
10. Email your COY petition with its supporting documentation to your Regional Vice President by August 15th.
11. And upload your COY petition with its supporting documentation to the Society Webpage at <http://www.asse.org/committees/stars-reports.asp> no later than August 15th. Late submissions will not be accepted for Chapter of the Year consideration.
12. Have questions? Please contact Terrie Norris at: tsnorris@earthlink.net or contact chapterservices@asse.org