

Checklist for Chapter Officers

Item	Have	Don't Have	Comments
Role Description			
Chapter Leadership Manual			(refer to NAON web site)
Chapter Advisory Team Representative Contact Info			(refer to NAON web site)
Chapter Calendar of Events			
Chapter Files & Records			Includes meeting minutes & agendas, Annual Reports, attendance records, etc.
Chapter's Banking information			
Correspondence received/sent from CAT Rep and National Office			
Chapter Roster			(available online)
Chapter Stationery (if developed)			
NAON Membership Applications			
Current Guidelines for Continuing Education Development & Approval			(refer to NAON web site)
Chapter Transfer forms			
Information on outstanding or in-process projects			