

Important Dates, Deadlines & Annual Reminders

September

- At least one Chapter officer must attend the IADD Annual Meeting.
- New Chapter leadership terms become effective at the end of the IADD Annual Meeting.

November 1st

- If requested, Chapter must submit updated contact information etc. to the IADD Headquarters Office for renewal of IADD Chapter Incorporation.

January 31st

- If requested, Chapters should submit an interim financial report to the IADD Headquarters Office. In addition, it is a good idea for the Chapter Treasurer to periodically update the other Chapter officers on the financial state of the Chapter.

March

- At least one Chapter officer must attend the IADD Midyear Meeting.

April 30th

- **Income Statement:** Submitted to the IADD by April 30th.
- **Balance Sheet:** Submitted to the IADD by April 30th.

April

- Chapters should start the nomination process for the election of Chapter officers. Note: While, Chapters have traditionally held their elections in the spring, Chapters may opt to hold their elections at a different time in the year.

May

- Chapter elections take place at a Chapter meeting, by mail, email, fax or by a combination of all four. Written notification of the newly elected incoming officers should be forwarded to the IADD Headquarters Office.
- Plans should be made for upcoming Chapter activities and the IADD Headquarters Office should receive written notification of such activities.

June

- Outgoing officers should brief incoming officers on any official responsibilities, when they take office in September.

August 1st

- Form 990 should be submitted to IADD if required.

Ongoing

- Chapters should hold **at least 2** substantive (technical) Chapter meetings a year.
- **IRS Form 1099-Misc.:** If the Chapter has hired an individual for services rendered for the amount of \$600 or more, the Treasurer must provide the IADD Headquarters the individual's name, address, social security number and the monetary amount they were paid. The IADD's accountant will then file IRS Form 1099-Misc. on behalf of the Chapter.
- **Event Specific Financial Report:** Chapters who maintain their own bank accounts, must submit to the IADD the "Income Statement for Chapter Meeting Event" form **within 30 days of the Chapter meeting/event**. Note: this is not the same form as the annual Income Statement form, which is required on an annual basis.
- **Contracts:** Chapter officers should not sign any contract associated with Chapter activities, for example, a hotel contract for a Chapter meeting. Instead, when a Chapter is planning a Chapter meeting at a venue that requires a contract, the contract should be forwarded to the Member Relations Coordinator at the IADD Headquarters Office for review and to be signed.
- Chapter Secretary should forward an updated Chapter Officer Roster, if there is a change in the Chapter roster, specifically if there is a position change.
- Chapter Chairs should contact their designated Regional Vice President to update him/her on:
 - Upcoming meetings and events (note meeting details—date, time, location, subject).
 - Any current issues that require assistance from the Regional Vice President.
- Chapter Chairs should contact the IADD Member Relations Coordinator to update him/her on:
 - Upcoming meetings and events (note meeting details—date, time, location, subject).

- Any current issues/assistance needed regarding Chapter management issues etc.
- Review the current month's Chapter Management Tips.