

Mortar Board Chapter Leader Checklist®

2011-2012 Academic Year



Important chapter dates to schedule NOW

- First executive board meeting, meeting of individual committees and general membership meeting (*Tip: at the first meeting, have members bring their class and work schedules and schedule all meetings for the upcoming year – the entire year if possible*)
- First chapter meeting (*Be sure to share conference information with your chapter advisor and all chapter members!*)
- Advisor meeting
- Selection training session and official selection meeting
- Approval to tap received from National Office
- Tapping
- New member orientation
- New member initiation
- New officer election
- New member chapter and officer transition
- All existing chapter traditions
- Mortar Board Week events (February 12-18, 2012)

Important deadlines for your chapter to meet

Required chapter reports:

Each of these forms must be completed in a timely way for your chapter to remain in good standing nationally and be eligible for national awards.

- Chapter Action Plan - October 15, 2011 (Person responsible: *president and membership chair*)
- Official Membership Report (OMR) - Due **BEFORE** tapping! (*membership chair and president*)
- Final Official Membership Report (OMR) and all fees – immediately after initiation but no later than May 15, 2012 (*membership chair, president and treasurer*)
- Chapter Finance Report - May 15, 2012 (*treasurer*)
- Chapter Annual Report - May 15, 2012 (*president*)
- Advisor Annual Report - May 15, 2012 (*advisor*)
- 2012 National Conference (July 20-22, 2012) registration - May 15, 2012 (*2012-2013 president*)
- Officer Address Information Form - May 15, 2012 (*2012-2013 president*)

Optional chapter opportunities:

- Chapter Project Grant application - October 15, 2011 (*president or treasurer*)
- Mortar Board Week Visibility Grant application - December 15, 2011 (*president or treasurer*)
- Chapter Project Grant application - May 15, 2012 (*president or treasurer*)
- Excellence in Advising Nomination form - March 15, 2012 (*any member*)
- Golden Torch Award Nomination form - May 15, 2012 (*president or advisor*)
- Project Excellence Award Nomination form - May 15, 2012 (*president or advisor*)
- Most Improved Chapter Award Nomination form - May 15, 2012 (*president or advisor*)
- Fall/Winter *Mortar Board Forum* Submissions - October 15, 2011 (*director of communications or secretary*)
- Spring/Summer *Mortar Board Forum* Submissions - March 15, 2012 (*director of communications or secretary*)