

## ACSA CHARTER PRESIDENTS' CHECKLIST

	Yes	No	Who Will Do It?	Complete?
1. Does the charter adopt annual priorities?				
2. If appropriate, has the charter submitted a budget or annual financial report to the region?				
3. Is the election of officers held before April 1 each year?				
4. Do charter presidents have regular meetings?				
5. Does the charter president attend region board/delegate assembly meetings?				
6. Does the charter meet to react to region and state board/delegate assembly agendas?				
7. Are all charter committee/council appointments completed?				
8. Is there a charter officer designated to supervise committee/council activities?				
9. Does the charter evaluate the effectiveness of committees/councils?				
10. Have political action policies been presented to charter membership?				
11. Does charter programming provide for:				
A. Job-alike meetings?				
B. Committee/council-sponsored meetings?				
C. State co-sponsored meetings?				
12. Does the charter have a master calendar?				
13. Does the charter have a membership chair?				
14. Is membership and SASS information available at charter meetings?				
15. Does the charter encourage membership in state ACSA?				
16. Does the charter have a promotional campaign for new members?				
17. Does the charter have an orientation program for new members?				
18. Does the charter have an "awards program" to recognize outstanding educators, citizens, students?				