



# Official Officers & Chapter Update Form

**Chapter Name:** \_\_\_\_\_ **Chapter Code:** \_\_\_\_\_

**TERM OF OFFICE**                      **Dates:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**CONTACT PERSON**

- Person designated to receive calls about meetings, conferences, & chapter related questions.
- This person can be any officer or paid administrative personnel.
- The preferred method of contacting this person may be personal information or chapter information here, i.e. chapter PO Box, info line or email.
- This person will be listed on CMSA website and TCR Calendar of Events

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**OFFICER UPDATES**

<b>EXECUTIVE OFFICERS</b>	<b>Name</b>	<b>Email Address</b>
President		
President Elect		
Vice-President		
Secretary		
Treasurer		
Executive Director		
Past President		
Other:		

<b>COMMITTEE CHAIRS</b> (appointed positions by President, not elected)	
<b>Name(s)/Committee</b>	<b>Name(s)/Committee</b>

**BOARD MEMBER** list any other elected B.O.D. not already listed in the Executive Officer section. (i.e., directors, members-at-large, and any Chairs who also serve as an elected Board member.


**CHAPTER EXTENSION - List Name of Extension Leader/Title/Email/Extension Location.**


**ADMINISTRATIVE STAFF** – i.e, paid Exec. Directors, Admin Staff, Mngmnt Firms, etc...

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Role and Relationship to Chapter: \_\_\_\_\_  
 \_\_\_\_\_

**PERMANENT CHAPTER INFORMATION**

– This is information that remains the same each year, even after officers change:

P.O. Box or Permanent Chapter Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

**CHAPTER REPORTS**

1. **Designate at least TWO Officers** to receive monthly reports via email. These do not automatically go to specific positions. More than two may be listed, if desired.  
*Please include Name and preferred email address*
2. **Select report format (may select both, if desired)**
  - o **Snapshot** requires a free software first be downloaded (professional, not editable)
  - o **CSV** opens in Excel (use for merges, sorts, etc)

Name	Email	CSV (Excel)	Snapshot

**ROUTINE COMMUNICATIONS:** Other correspondence (newsletters, reminders, surveys, etc) is always copied to the President, Vice-President/President-Elect and Executive Director, if listed for the chapter. It is the responsibility of the chapter to share correspondence with others on the board and/or members, as needed.

**CHAPTER DUES CHECK**

*(sent by the 20<sup>th</sup> of each month)*

Select mailing address type:  **Treasurer’s Personal Address**       **Chapter PO Box**

**List address:** \_\_\_\_\_  
 \_\_\_\_\_

**List Treasurer’s email address:** \_\_\_\_\_

**AUTHORIZATION** *(This report can be completed by any incoming or outgoing Executive Officer).*

I understand without the above information, the chapter will not be able to receive reports, correspondence, newsletters, chapter dues checks and other means of communication from National. The information above is accurate and will be updated with National, when changes.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_