

SAMPLE
Checklist for Chapter Leadership Transition

1. **New Board Member Orientation:** Transfer of responsibilities/files from outgoing to incoming; distribute copy of the AALNC Chapter Leaders Resource Manual to new Board members
2. **Planning Meeting:** New Board members meet to set chapter goals/strategic planning
3. **Appointment of Committee Chairpersons:** Done by the incoming President
4. **Committee Chairperson Orientation:** Transfer of responsibilities/files from outgoing to incoming
5. **Bank Signature Card:** Obtain new card from bank; to be completed by incoming President and treasurer; refer to chapter bylaws and AALNC Handbook for Chapters regarding who can sign checks
6. **Chapter Meeting Calendar:** Creation of year-long meeting calendar; distribution to chapter members and AALNC headquarters to be posted on AALNC website.
7. **Membership Directory:** Prepare chapter membership directory, distribute to members
8. **Membership Renewals:** Send annual dues reminder to chapter members beginning in January
9. **CE Provider:** Renewal of provider status with the RN Board of Nursing
10. **Charter Renewal:** Completed by outgoing President and Treasurer with copies to incoming President and Treasurer; due Jan 31st to AALNC HQ.
11. **Web site Updates:** Need to add meeting calendar, list of incoming Board of Directors and committee chairpersons along with contact information.
12. **Mail pick up:** Transfer of post office box keys, assign chapter member(s) to check weekly