

Chapter Officer Checklist



To Do

- ☐ Submit New Officer contact information by calling 1-800-767-2266 or online at www.amsa.org/AMSA/Homepage/Chapters/CoSubmit.aspx.
- ☐ Log in and access your chapter's very own InEx community to communicate with your chapter members, upload document resources, announce events, and more. Chapter presidents are automatically assigned as community administrators and are able to assign administrative roles to other members/officers as needed. Review the Community Admin Guide available in the Chapter Leadership resource library for details.
- ☐ Participate in the Chapter Leadership InEx community to collaborate with other chapter officers.
- ☐ Read the *Chapter Officer Guide*
- ☐ Stay in contact with your Regional Director/Premedical Regional Director
- ☐ Meet with old officers to discuss past problems, successes, contacts, and procedures
- ☐ Set goals for yourself and with your chapter
- ☐ Start preparing for recruitment
 - ☐ Submit online recruitment order form to the National Office (August deadline)
 - ☐ Write a welcome letter for orientation packets
 - ☐ Sign up for and get materials prepared for your school's recruitment fair
- ☐ Schedule a meeting with your Dean or Dean's Office contact to introduce yourself and outline your goals
- ☐ Discuss existing chapter projects with old leaders and returning members
- ☐ Develop a chapter calendar with local, regional, and national events & deadlines



Fundraising

- ☐ Develop a draft budget for the year
- ☐ Brainstorm ideas for campus and local fundraisers
- ☐ Approach your Dean's office, Student Assembly, or Student Activities office for funding
- ☐ Approach local businesses for donations, event sponsorships, or in-kind donations