



Carolinan Region, EGA EGA Chapter Reporting Requirements

Attn: Chapter presidents, region representatives, and editors, it is your responsibility to be sure your membership officer, secretary, and treasurer know when and where to send these items.

What	When	Where
Minutes of board and general meetings (unless included in the chapter's newsletter)	Within the month	Region Director
Complete membership roster	At the same time as you send membership info to National HQ	Region Director; Editor RegioNews
National dues and membership information	Renewals no later than May 31 st annually. New members immediately upon joining.	EGA Headquarters
Region dues and membership information	Same time as sent to National	Region Treasurer
Chapter Newsletters	When sent to members	Region Director; Assistant Region Director; Editor RegioNews; Region Outreach Chair
Chapter Officer Change List (EGA form)	Within two weeks of election	Region Director; Region Secretary; Editor RegioNews; Website Coordinator
Education questions/information	As needed	Region Education Coordinator
Annual Chapter Report	By December 15	Region Director
Annual Financial Report	By February 15	Region Director; EGA Headquarters