



Carolinas 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
Membership roster (Life and Plural members)	Within the month	Region Director; <i>RegioNews</i> Editor; Website Coordinator
Region dues and membership information (Life and Plural members)	Within the month	Region Treasurer
Chapter Newsletters	When sent to members	Region Director; Assistant Region Director; <i>RegioNews</i> Editor; Region Outreach Chair
EGA Chapter Officer Change List (EGA Form)	Within two weeks of election	Region Director; Region Secretary
Education questions/information	As needed	Region Education Director
Annual Chapter Report	By December 1	Region Director
Annual Financial Report	By February 15	Region Director; EGA Headquarters