

system. The member will then follow instructions given on the invoice to make a payment through the PayPal system.

- c. A checking account held at local bank will be maintained by the Boston Chapter of IACRN Treasurer. Personal checks for membership fees will be deposited into the checking account. Periodically (when the PayPal acct balance exceeds \$200), the money will be transferred from the PayPal account into the checking account. The deposits and transfer of funds will be recorded in a Treasurers Report and will available for review by the Boston Chapter’s Board and by the IACRN parent association. A formal report will be provided on an annual basis to the IACRN Parent Association.
- d. Use of money by the Chapter will be in accordance with IACRN policies.

Appendix B: Resources:

8 Chapter Advisor Checklist

Chapter Governance Committee

Advisor Checklist

This list can be used by the chapter advisor (or in circumstance where an advisor has not been assigned the members of the CG committee will be asked to review the application) to evaluate if a pilot chapter has met the criteria for recognition as a chapter affiliate of IACRN. If all criteria have been met to an acceptable degree the recommendation will be made to the CG chair(s) that the reviewer is in favor of chapter affiliate recognition. Please refer to the *Step by Step Guide to Developing a Chapter* for more information.

Pilot Chapter Name: _____

Date recognized as Pilot Chapter: _____

The following steps and materials must be completed for recommendation as a chapter affiliate. Place an X in the appropriate column if the materials have been submitted and are of acceptable quality. There is a column for comments if needed.

Item	Submitted (Yes/No)	Acceptable (Yes/No)	Comments
Cover letter			
Meeting agendas/minutes			
Mission Statement			
Leadership list/contact info			
# of attendees at meetings			
Tracking method for listing of IACRN members <ul style="list-style-type: none"> • If website based must 			

include security plan			
Names of members sent to Membership Chair			
Fiscal records if applicable (if collecting dues) <ul style="list-style-type: none"> • If applicable: sponsorship agreements (including tax exemptions) and plans 			
Description of progress and goals			
Leadership meeting minutes (at least annually)			
Charter application			

Reviewer: please indicate your decision for your recommendation of chapter affiliate status below.

Reviewer Name: _____ Date: _____

____ Recommend _____ Do not recommend at this time

Chapter Governance Committee
Chapter Advisor Role

Introduction

IACRN Chapter Advisor communicates with, supports and mentors chapter leaders during chapter start-up and serves as a resource throughout the life of the chapter.

Role

The Chapter Advisor functions as a link between the local or proposed chapter and the Chapter Governance Committee, and ultimately the IACRN Board. This ensures communication between the local chapter and the parent association. The Chapter Advisor consults with local chapters regarding viability of starting a chapter, steps required to start and sustain a chapter including organizing, planning, marketing and reporting requirements. The Advisor will assist during the planning and application for pilot status and when/if a transition is made to full chapter affiliate.

Qualifications

Advisors are members in good-standing of IACRN and the Chapter Governance Committee, have a working knowledge of the chapter start-up process through reading the *Step by Step Guide* and are willing to provide suggestions for resources to help manage issues that local chapters might encounter.

Responsibilities

- Promote the vision and mission of IACRN at local chapter level
- Provide support and advice to local chapters

- Use the *Step by Step Guide* to frame communication with local chapter
- Communicate with Chapter Governance chair(s) about chapter status
- Review and present recommendation for approval to Chapter Governance chair(s) of the preliminary application and charter
- Review 6 month and annual chapter reports (see guide)
- Assist/provide support during transitioning phase from pilot to full chapter

Time commitment:

Variable, approximate estimate 1-2 hours per month at most

Revised January 2015, M Larkin, L Pitler, B Harper