



**BLACKS IN GOVERNMENT
IRS NEW CARROLLTON CHAPTER
PROGRAM AND PLANNING COMMITTEE**

Date: April 1, 2017

REGIONAL REPRESENTATIVE: Loretta Walker

CHAPTER REGIONAL REPRESENTATIVES: Loretta Walker, Lisa Nelson and Paula Davis

IRS NCC BYLAWS RESPONSIBILITIES:

- Prepares reports and documents as requested by the Chapter President.
- Assists Committees in submitting required documentation to the Region.
- Communicates National and Regional information to the Chapter via minutes from Regional Meetings.
- Keeps Chapter officers informed of all significant business and events from the Regional Meeting.
- Submits articles to the Regional Council for Chapter column in Regional Newsletter or other required media.
- Serves on at least one ad hoc Regional Council committee and may if appointed serve as chair of the council.
- During transition, both incoming and current Regional Representative and alternatives attend Regional Council Meetings.
- Prepares monthly report to Executive Committee Officers and Membership.
- Submits Annual Form 4 to the Regional Council.
- Responds to requests from Region and National.

ACTION ITEMS

- Attending Region XI monthly meeting scheduled for Saturday, April 8, 2017.

INITIATIVES /ACCOMPLISHMENTS/PROBLEMS

- Attended General Membership meeting on Wednesday, March 15, 2017.
- Solicited interest from BIG member, Anani Kuevey, to serve as the 2017 Oratorical & STEM Chairperson, which he accepted.
- Worked with webmaster for website updates as follows:
 - Creation of option to pay chapter membership dues only
 - Creation of PayPal option for upcoming chapter fundraiser bowling event
 - Addition of flyers to market Family Bowling Night Fundraiser and Easter Baskets for Seniors Community Outreach effort
 - Upload of chapter reports

INVITATIONS & EVENTS/HIGHLIGHTS:

Due Dates:

- Form 990 – March 31, 2017

Other Information:

- When submitting quarterly reports, please prepare using Microsoft Word, as this will make it easier for the directors to consolidate information into one report for the Region.
- Region is accepting donations for the Hospitality Suite for the 2017 National Training Conference to be held in August 2017.
- The Region XI, Holiday Awards Gala will be held Friday, December 1, 2017 at the Waterford at Springfield (Springfield, VA). Tickets are \$70. Pre-commitments are being taken.
- There are open slots for sponsoring hospitality at the Regional meetings. Chapters that have not participated in the past several years, were encouraged to sign up.
- 2017 Region XI Regional Training Conference (RTC) will be held as follows:
 - **When:** Saturday, May 20th, 2017 (9:00 a.m.– 4:00 p.m.)
 - **Where:** NOAA Science and Technology Center
 - 1301 East West Highway
 - Silver Spring, MD 20910
 - **Theme:** Meeting the BIG Challenge Together
 - **Training Tracks:** Equal Employment Opportunity, Professional/Career Development & Financial Management
 - **Registration via Eventbrite:** <http://www.bigrx1.org/training.html>