



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

Date: February 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

- Attend Region XI monthly meeting scheduled for Saturday, February 11, 2017.

INITIATIVES /ACCOMPLISHMENTS/PROBLEMS

- BIG Website – Coordinated with webmaster to provide information, edits and updates to the Chapter website.
- Attended BIG NCC Chapter Executive Committee Meeting on December 10, 2016 and January 14, 2017.
- Participant in Program & Planning Committee meeting held during the month in preparation for the 2017 Special Emphasis Programs/Celebration.

INVITATIONS & EVENTS/HIGHLIGHTS:

Due Dates:

- Form 4 – January 31, 2017
- Chapter Dues – January 31, 2017
- Form 990 – March 31, 2017

- 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, are encouraged to sign up.