



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

Date: March 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

- Attended Region XI monthly meeting on Saturday, February 11, 2017.

INITIATIVES /ACCOMPLISHMENTS/PROBLEMS

- Provided membership renewal information from the Region to the Chapter Membership Chairperson for follow-up
- Responded to email from student interested in participating in the 2017 Oratorical and STEM competitions.
- Attended BIG NCC Chapter Executive Committee Meeting in February 2017
- Participant in Program & Planning Committee meetings held in preparation for the Black History Month program held on Wednesday, February 22, 2017.
- Delivered ‘Welcome’ address for Black History Month program.
- Provided goodwill giveaway items (Black History wristbands and Black History Hand fans) to attendees at the Black History Month program.
- Delivered Hospitality for the Black History Month program.
- Sent sympathy card on behalf of Chapter to BIG-NCC member, Eunice Johnson and attended funeral service.

INVITATIONS & EVENTS/HIGHLIGHTS:

Due Dates:

- 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, were encouraged to sign up.