



**Chapter President's Checklist  
for 2017-2018 Strategic Plan, Due May 15, 2018**

Chapter Name \_\_\_\_\_

President's Name \_\_\_\_\_ President-Elect's Name \_\_\_\_\_

**Attendance at the following:**

	President	President-Elect
MdSNA Leadership Conference 2017 .....	<input type="checkbox"/>	<input type="checkbox"/>
Convention at Martin's West, November 2017 .....	<input type="checkbox"/>	<input type="checkbox"/>
House of Delegates Meeting at Martin's West, November 2017 .....	<input type="checkbox"/>	<input type="checkbox"/>
MdSNA Legislative Workshop, March 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
MdSNA Spring Education Workshop 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
MdSNA Executive Board Meetings (attendance at a minimum of two meetings is recommended)		
• January 11, 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
• March 29, 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
• May 24, 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
• September tbd, 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>

Submission of the following:

Chapter President's Quarterly Update on Strategic Plan (required)		
• January 12, 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
• March 9, 2018 .....	<input type="checkbox"/>	<input type="checkbox"/>
• May 18, 2018 (final report due to MdSNA President) .....	<input type="checkbox"/>	<input type="checkbox"/>

Chapter President's Checklist by May 18 (required) .....

Four (4) Chapter News Briefs for *Serving Spoon* (recommended)

• Winter 2017 Edition (December 1 deadline) .....	<input type="checkbox"/>	<input type="checkbox"/>
• Spring 2018 Edition (February 1 deadline) .....	<input type="checkbox"/>	<input type="checkbox"/>
• Summer 2018 Edition (May 1 deadline) .....	<input type="checkbox"/>	<input type="checkbox"/>
• Fall 2018 Edition (August 1 deadline) .....	<input type="checkbox"/>	<input type="checkbox"/>

**This Checklist is due to MdSNA President on or before May 18, 2018.**

Mail to: MdSNA, 21912 Goshen School Road, Gaithersburg, MD 20882 or email to [admin@mdsna.org](mailto:admin@mdsna.org).

*Thank you for your continued support and participation in MdSNA activities.*