

## 1 - 3 Months:

- Hold First Meeting– bring awareness to the healthcare community of interest and find participants to assist in forming a chapter, and taking on leadership roles.
- Recruit 15 – 20 interested individuals willing to support the work of chapter development.
- Send a list of appointed Leaders, roles, & contact information to the National Office.
- Create committee to review bylaws & affiliate agreement.
- Create Committee to plan educational programs.
- Determine Chapter Name – send National Office copy of minutes.
- Determine Amount of Chapter dues – send National Office copy of minutes.
- The chapter can request collateral from National to hand out to members.
- The chapter can request a list of national members in the radius of their forming chapter territory.

## 4 - 6 Months:

- File SS4 form with IRS.gov for a Tax ID number.  
\*Send a copy of IRS Letter to National Office.
- Open Bank Account.
- Begin seeking sponsors to help offset program costs (meals, CE's, facilities, etc).

## 6 - 12 Months:

- Hosted three to four Educational Programs over the first year.
- Send a copy of the Affiliate Agreement to the National Office.
- Create Nominations Committee for six to eight months to create a Slate of Officers to be elected for the beginning of the second year.
- Send results of the election to National by completing the Officer Update Form