

Rocky Mountain URISA Year-end Processing

President

1. Transfer the name on the bank account from the out-going president to the new president. The in-coming president can obtain a check book and a credit card and have signing privileges on the account. The chapter requires that both the president and treasurer have the ability to review statements and access funds. The incoming president will obtain the balance on the account, which will facilitate budgeting for the up-coming year.
2. Transfer chapter legal material from the out-going president to the new president. This will include IRS identification and historical tax forms and State of Colorado Articles of Incorporation.
3. Transfer the information of the chapter lawyer and accountant from the out-going president to the new president. (Admittedly, the chapter has not used legal or accounting services in 2014.)
4. Transfer the chapter Post Office box key, after verifying that the payment for the mailbox will not come due until after the second month of the in-coming president's term. Make the necessary payment if necessary.
5. Transfer the chapter marketing material from the out-going to the in-coming president. This will include the chapter flyers (please provide an electronic version of the marketing material for any necessary updates and revisions), any event flyers (Career Night, etc.), URISA National marketing material, and the chapter banner. Please note that many organizations are just using Paper Banners that can be customized for a particular occasion.
6. Meeting and workshop locations. If the out-going president has established a relationship with an organization that will allow the chapter to use facilities and equipment for chapter purposes, the out-going president will communicate that information to the in-coming president.
Information conveyed includes:
 - a. Contact persons' names, their positions, addresses, and emails
 - b. The location of the facility
 - c. The conditions of the use of the facilities—such as days of the week, time of day, and any other requirements
 - d. Parking availability or requirements
7. Web site, hosting, PayPal and other user names and passwords. The incoming president will request this information from the Web Master. They will insure that both coordinate any changes to this information. The incoming president will know the due dates of all payments to prevent any disruption of service. The incoming president clarifies to the incoming Treasurer and Web Master the responsibilities of each regarding PayPal.
 - a. Any financial transactions, such as refunds and money transfers, in PayPal are the responsibility of the Treasurer.
 - b. The Web Master creates the buttons for workshop payments and other events
 - c. The Web Master sends to the Workshop coordinator the list of paid attendees for all workshops and other events requiring fees.

- d. The Treasure transfers at the end of each month the revenue from PayPal to the chapter bank account. This amount will be documented in the monthly financials distributed to the chapter members.
 - e. The president will verify the transfer in bank statements.
8. Calendar for the up-coming year. If the out-going president has identified and, perhaps, scheduled workshops or events for the upcoming year, the out-going president will send the incoming president a calendar with any definite and tentative dates of which he or she has knowledge. All pertinent information about the tentatively or definitely scheduled events will also accompany the calendar for a seamless transition of knowledge from the out-going to the incoming president.
 9. Archiving financial reports and minutes. The out-going president will inform the Web master to electronically post all meeting minutes written during his or her tenure and all financial statements to the chapter website. This provides back-up documentation for the chapter if any questions arise about the activities for the year or if we get audited by the IRS.
 10. Archive Scholarship contact lists, workshop calendar and evaluations, and any other documents requested by the out-going or in-coming president.
 11. The incoming president will get the names of in-coming chapter officers (President, Vice President, and Treasurer) who will need for the chapter to pay their National dues. Some officers will get reimbursement from their companies, which eliminate the need to budget for their dues expenses.
 12. Rocky Mountain URISA and URISA National affiliations. Because some chapter members participate in National Committees and events, the incoming president needs to know who participates and what the requirements are of participation.
 - a. Certified instructor—must be URISA National members. Because they must teach at least once a year, they will generate revenue to cover the cost of National membership.
 - b. GISP reviewers—no National Membership required
 - c. National conference planning committee—National membership required

Signature of out-going president _____

Signature of in-coming president _____

Date of Completion _____