



## Network Annual Checklist

COMPANY INFORMATION	
Network Name	
Address:	
Telephone number:	
Email:	
President:	
President Elect:	

CHECKLIST	DATE COMPLETED & INITIALED
<input type="checkbox"/> <p style="text-align: center;"><b>January</b></p> <p>Publish Events by Jan 1 on National provided microsite and copy District Vice President State Meeting Early Bird Registration                      Share State Newsletter with members                      Complete financial report and submit to Treasurer                      Retention Campaign  <i>*District Vice President call with Event Director</i></p>	
<input type="checkbox"/> <p style="text-align: center;"><b>February</b></p> <p>Share State Newsletter with members                      Report Retention numbers to District Vice President                      February State Meeting (4-6)  <i>*District Vice President call with Membership Director</i></p>	
<input type="checkbox"/> <p style="text-align: center;"><b>March</b></p> <p>Submit App for State Registration Scholarship if needed                      State Meeting-Sacramento early bird registration                      Non-paid members drop off (run report on 3/30)</p>	

	<p>Share State Newsletter with members  <i>*District Vice President call with First Vice President</i></p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>April</b></p> <p>Quarterly Review of Business Plan with District Vice President  Run membership report  Complete Federal and State Taxes  Complete financial report and submit to Treasurer  Share State Newsletter with members  <i>*District Vice President Call with Treasurer</i></p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>May</b></p> <p>Submit App for Network 360 Scholarship if needed  National Meeting-DC Registration Event  Share State Newsletter with members  <i>*District Vice President Call with President Elect</i></p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>June</b></p> <p>Start Candidate Review Process  President Elect Register for Network 360  Share State Newsletter with members  <i>*District Vice President call with Event Director</i></p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>July</b></p> <p>Elections preparation  President Elect attends Network 30  Share State Newsletter with members  <i>*District Vice President call with Membership Director</i></p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>August</b></p> <p>Elections completed by August 15th  State Leadership Business planning  Share State Newsletter with members  <i>*District Vice President call with First Vice President</i></p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>September</b></p> <p>Local Business Planning  Update and Complete New Business Plan  Officers reported to National  Share State Newsletter with members  <i>District Vice President Call with Treasurer</i></p>	

<input type="checkbox"/>	<p style="text-align: center;"><b>October</b></p> <p>Deadline to submit Network Certification Report to National Oct-1  Local Business planning completed  Share State Newsletter with members  *District Vice President Call with President Elect</p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>November</b></p> <p>National Meeting  Installation (must be held prior to Dec 31st)  Transition of leadership  Share State Newsletter with members  *District Vice President debrief with incoming District Vice President</p>	
<input type="checkbox"/>	<p style="text-align: center;"><b>December</b></p> <p>Sign National provided Affiliation Agreement  Installation by end of December-Celebrate  Business Plan, Budget &amp; Year end Financials turned in by December 1  Share State Newsletter with members</p>	
	<p style="text-align: center;"><b>Helpful Tips</b></p> <p>Industry Events &amp; Networking Events  Minimum 6 per year (4 Industry Events) (2 Networking Events)</p> <p>1 out of 4 MUST focus on development of business leadership skills</p> <p>1 out of 4 must collaborate with other local networks, Local REALTOR Association or related Real estate Organizations</p> <p>Minimum 2 additional Member only, masterminds, lunch &amp; learn, round tables, networking, social events, relationship building</p> <p>Orientation/Mixer scheduled 3-4 times a year  Governing Board Meetings 4-6, minimum 4</p>	

