

ESSENTIAL CHAPTER ELEMENTS CHECKLIST

Assigned	Completed	Task
		Organization Name, Contact Person and Logo suggestions
		How to obtain a Federal EIN from the Secretary of State
		Contact your ICC Region Chapter Board Liaison and Staff Liaison
		Mission Statement, goals and objectives
		Bylaws
		Mailing address
		State Tax and State Controller (where applicable)
		Election of Officers and Board of Directors
		Bank Account – Type of account to set up
		Website – What websites do other Chapters use?
		Geographical area for Chapter
		Meeting dates/location-vary locations for convenience
		Sample Membership Applications and amount of Dues
		Sample Invoice for Membership Dues
		Sample Meeting Agendas and Meeting Minutes
		Sample Organization Scholarship Application
		Types of training to offer for membership
		How to gain ICC Chapter Rewards for free training days, etc.
		Meeting Topic Suggestions: Fee survey, handouts, forms etc.
		Training Topic Suggestions: Plan review, Certification, etc.
		Speakers for meetings and training days
		Contact other Permit Technician Chapters on Study Guides
		Library of Code Books for Organization Members to borrow