



Vietnam Veterans of America Chapter 392, Portland Metro

ANNUAL CALENDAR

February

- Submit budget for membership approval; fiscal year ends on the last day of February

March

- Fiscal year starts on March 1.
- Prepare annual financial report
- Prepare and send in IRS tax return for Fiscal Year
- Prepare annual Household Goods Donation Program (HGDP) report and send to Clyde Evans at OSC
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April

- Annual meeting of the BOD
  - Board is to meet immediately prior to annual meeting of the members. This is considered the annual meeting of the BOD
- Annual meeting of Chapter members. Notice of Annual Meeting to be delivered either personally or by mail to members entitled to vote. The following should be on the ballot:
  - Election of officers. Officers and terms as defined in bylaws.
  - Elect directors. Terms as defined in bylaws.
  - Elect Election Committee members. Terms as defined in bylaws.
  - Elect State Council delegates (2 year term; elected in even numbered years)

July

- Election results must be submitted to state council and national not later than July 15

September

- Prepare semi-annual Household Goods Donation Program (HGDP) report and send to Clyde Evans at OSC