

CHAPTER

Purpose: To provide outreach and resource information on AD/HD and to create and support informational, educational forums and support groups on a regular ongoing basis for the community.

A. Critical Elements (Required)

1. **Coordinator signs a Conflict of Interest Form** and sends it to the National Office to the Director of Membership & Chapter Services. This is to be updated each time there is a change in Coordinator. The Board of Directors and local Professional Advisory Board sign a Conflict of Interest form that the Coordinator keeps on file.
2. **Coordinator signs a Chapter Agreement**, which is on file at the National Office with the Director of Membership and Chapter Services and each time there is a change in Coordinator. The agreement will include a clause that the **Coordinator has read and understands:**
 - a. **The Corporate Gift Policy**
 - b. **Advertising policy**
 - c. **Media spokesperson policy**
3. Chapter **shall use a sign-in sheet with disclaimer** at each chapter meeting or support group. (The meetings and support groups are not to be considered therapy or treatment of any kind). See 2-9 of the Coordinators Manual
4. Chapter **must demonstrate a means of communicating. As follows**
 - The chapter needs a published (requirement may be met by publishing on the Chapter Information Page of the CHADD national website) phone number with answering machine or voice mail.
 - The **chapter shall have access to a computer and email.**
 - Set up **Chapter Information Page** on the CHADD National website.
5. Chapter **must meet financial compliance** by submitting a quarterly financial report to the National Office 30 days after the end of each quarter
6. **Chapter shall maintain a database of members.**
7. **Chapter will have an updated, signed check made out to CHADD**, and signed by current leadership, on file at the National office. This will require updating each time the Coordinator changes (or signatories).
(Chapter coordinator will receive receipt of acknowledgement of check.)
8. **Coordinator / Board members will be elected annually** (6/30 of each fiscal year) by the members and be members in good standing. Results posted to the local membership by 7/31 and the National Office by September 30th of each year. (This requirement can be met by posting results on the Chapter Information Page of the CHADD National Website)
9. **Chapter will have a Board including a minimum of a Coordinator, Treasurer and of one other Member-at-large.** The Coordinator's term may be extended as long as chapter elections confirm extension. Minutes will be taken at Board meetings
10. **Chapter shall be able to demonstrate programming meets CHADD's mission and encompasses lifespan issues.** This can be accomplished by

posting program offerings on the Chapter Information Page on the CHADD National Website.

11. **Chapters shall be able to demonstrate that goals and objectives are established annually** and sent to the National Office at the beginning of each year. This can be accomplished by sending in a set of meeting minutes with goals and objectives listed. (a form with sample goals and objectives is attached and is located in the Coordinators manual at 8-2)