



**BLACKS IN GOVERNMENT
IRS NEW CARROLLTON CHAPTER
PROGRAM AND PLANNING COMMITTEE**

Date: May 3, 2017

REGIONAL REPRESENTATIVE: Loretta Walker

CHAPTER REGIONAL REPRESENTATIVES: Loretta Walker, Lisa Nelson and Paula Davis

IRS NCC BYLAWS RESPONSIBILITIES:

- Prepares reports and documents as requested by the Chapter President.
- Assists Committees in submitting required documentation to the Region.
- Communicates National and Regional information to the Chapter via minutes from Regional Meetings.
- Keeps Chapter officers informed of all significant business and events from the Regional Meeting.
- Submits articles to the Regional Council for Chapter column in Regional Newsletter or other required media.
- Serves on at least one ad hoc Regional Council committee and may if appointed serve as chair of the council.
- During transition, both incoming and current Regional Representative and alternatives attend Regional Council Meetings.
- Prepares monthly report to Executive Committee Officers and Membership.
- Submits Annual Form 4 to the Regional Council.
- Responds to requests from Region and National.

ACTION ITEMS

- Attending Region XI monthly meeting scheduled for Saturday, May 13, 2017.

INITIATIVES /ACCOMPLISHMENTS/PROBLEMS

- Attended ECC and General Membership meetings in April 2017.
- Supported the 2017 Oratorical & STEM Chairperson, as needed.
- Worked with webmaster for updates to the website.
- Served as escort for April vendor show.
- Supported Chapter Family Bowling Night fundraiser with the purchase of a ticket and a \$25.00 gift card contribution for the prize raffle.
- Collaborated with Nikki Ashe, Fundraising Chairperson to develop a “Members Birthday Club” event to recognize and celebrate chapter members.
- Participated in discussion and attended planning meeting for Special Emphasis Program (SEP), Juneteenth Celebration scheduled for Wednesday, June 14, 2017.
- Initiated discussion to determine date for sponsorship of hospitality at Region XI meeting. The Chapter will sponsor hospitality on Saturday, September 9, 2017.

INVITATIONS & EVENTS/HIGHLIGHTS:

Other Information:

- When submitting quarterly reports, please prepare using Microsoft Word, as this will make it easier for the directors to consolidate information into one report for the Region.
- Region is accepting donations for the Hospitality Suite for the 2017 National Training Conference to be held in August 2017.
- The Region XI, Holiday Awards Gala will be held Friday, December 1, 2017 at the Waterford at Springfield (Springfield, VA). Tickets are \$70. Pre-commitments are being taken.
- There are open slots for sponsoring hospitality at the Regional meetings. Chapters that have not participated in the past several years, were encouraged to sign up.
- 2017 Region XI Regional Training Conference (RTC) will be held as follows:
 - **When:** Saturday, May 20th, 2017 (9:00 a.m.– 4:00 p.m.)
 - **Where:** NOAA Science and Technology Center
 - 1301 East West Highway
 - Silver Spring, MD 20910
 - **Theme:** Meeting the BIG Challenge Together
 - **Training Tracks:** Equal Employment Opportunity, Professional/Career Development & Financial Management
 - **Registration via Eventbrite:** <http://www.bigrxi.org/training.html>