



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

**Date: September 5, 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, September 9, 2017.
- Planning and preparation for hosting hospitality at the Region XI meeting on Saturday, November 11, 2017.

**INITIATIVES /ACCOMPLISHMENTS/PROBLEMS**

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**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.
- 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.

