

SECTION OFFICER TRANSITIONS

CHECKLIST

NEW SECTION CHAIR

- ⬡ Notify [AATCC](#) of section leadership change.
- ⬡ Notify local student chapter faculty advisors of section leadership change. ([Unsure of current advisors?](#))
- ⬡ Ensure the new chair has a copy of the Section's, and the Association's, constitution and bylaws.
- ⬡ Ensure the new chair has updated contacts of the current Section Executive Committee to call meetings.
- ⬡ **Mark Your Calendar:** Chairs are required to report on section activities during C6 Membership Committee meetings at both Spring and Fall Administrative Committee.



NEW SECRETARY

- ⬡ Notify [AATCC](#) of the Section Secretary change.
- ⬡ Ensure all existing records of Section are provided to the new Secretary.
- ⬡ Ensure the new Secretary has updated contacts of current Section Executive Committee to share minutes.
- ⬡ Supply the [Communications and Membership Director](#) with a list of current planned Section programs (including dates and locations) for the upcoming year.
- ⬡ **Mark Your Calendar:** Secretaries must provide an Annual Report to their Treasurer in January for the Section to qualify for reimbursement.





NEW TREASURER

- ⬡ Notify [AATCC](#) of Section Treasurer change.
- ⬡ Transfer Bank Account Access to new Treasurer immediately within 30 days of the appointment or known transition.
- ⬡ Provide new Treasurer with previous records including:
 - Checkbook and journals.
 - Files containing receipts, invoices, and bank statements.
 - Permanent records, including section tax exemption ruling, constitution and bylaws, etc.
 - Certificate of Insurance.
- ⬡ If scholarships have been awarded, ensure the new Treasurer has distribution dates and contact information.
- ⬡ **Mark Your Calendar:** In Q1 of each year, the Treasurer is responsible for reporting on the previous years finances by filling out relevant forms and providing requested details to [AATCC](#).

NEW PROGRAM/EVENT CHAIR

- ⬡ Notify [AATCC](#) of Section Program/Event Chair change.
- ⬡ Provide new Program/Event Chair with record of past events (speakers, attendees, venues).
- ⬡ If events are planned for the near future:
 - Introduce new Program/Event Chair to main points of contacts (speakers, venue managers, etc.).
 - Transfer existing reservations and bookings to the new Program/Event Chair.
 - Ensure the ticketing system used for the event can be accessed by the new Program/Event Chair.
- ⬡ **Mark Your Calendar:** Has the Section held their Annual Meeting this year? This is a requirement for an active section according to AATCC Bylaws.

Contacts for New Section Officers

Shanya Scott, Membership Associate

Maria Thiry, Communications & Membership Director

Matthew Brennan, Education Director (Programs)

Gregg Woodcock, Executive Director