



DIVISION 3 UPDATE Jan 26, 2018



ANNUAL & QUARTERLY REPORTS OVERVIEW *(Reference AFSA Div 3 Standing Rule 2017-3 & AFSA Manual 100-2)*

1. Qtrly Activity/Americanism & Financial Report (AAF): Due NLT the 20th day following the end of the quarter
2. Audit: Due NLT than February 15th of each year
3. Budget: Due NLT than January 15th of each year
4. Directory of Officers Report: Due NLT February 15th of each year, and within 15 days of any changes
5. IRS Group filing Authorization: Due NLT November 15th every year

1. Communications:

- a. **Website Development:** During our annual division conference we will focus on social media development and how to leverage this technology. If your chapter is interested in one-on-one website development please contact our Division 3 VP, Gary Swanson. Check out our division's website hosting page.
- b. **Chapter & Division Websites:** Click [here](#) to explore other AFSA websites?
- c. **Twitter User?** Become a follower of your [Association](#) on Twitter!
- d. **Chapter Officer Training Modules:** Are you new to AFSA or need some refresher chapter officer training? Check out the [training modules](#) Senior Advisor Lutzen created.

2. Fraternity:

- a. **2018 Division 3 PAC:** Save the Date! McConnell AFB, dates are **April 5-7, 2018**. Thank you Chapter 972 for stepping-up to host this event.
- b. **Annual Awards:** Please take the time to recognize your chapter's efforts and individual high performers and submit them for our division's annual awards. Awards are due to VP Swanson NLT 1 March, submit all award packages to gary.swanson@afforums.com. Click [here](#) for more information about the annual awards.

3. Legislation:

- a. **Do you know who your elected officials are?** It's simple to find out, [give it a try](#).
- b. **AFSA's Legislative Program:** The [platform](#) serves as the blueprint for AFSA's testimony and lobbying efforts, in addition to responses dictated by day-to-day events. The platform is focused on issues that affect enlisted Airmen and their families, AFSA regularly meets with members of Congress and Air Force and government senior leaders to advocate for fair and equitable benefits that matter to today's Total Force Airmen and their families, and to our Veterans who have served proudly in the past. Pay raises, tuition assistance, healthcare, COLA adjustments, transition programs, care for survivors, and education benefits are just a few things on AFSA's legislative scope.

4. Membership:

- a. **Membership Recruiting Tip:** The Membership Committee is perhaps the most important position in a chapter, without a strong membership base, nothing else the chapter does has purpose. Membership and recruiting activities must operate hand-in-hand with other chapter areas, such as legislation, service projects, plans and programs, and the awards committee to function properly.
- b. **Retention Efforts:** Membership retentions continue to be an issue for AFSA and this is something that needs to be fixed. We do a great job in recruiting new members, but neglect to retain the members we have. We'll never be able to grow as an association if don't reach out to our expiring members and ask them to renew their membership.