

# Leader Connection Newsletter

## Supporting Chapter Success

### Updates & Reminders

#### Mandatory IRS Filing Requirements Deadline May 15

Forms must be filed every year by the 15th day of the fifth month after the close of the chapter's tax year. For most chapters, this will be May 15, 2023 for the 2022 tax year. Remember that any information received about taxes should be verified directly with the IRS. Chapter services requests that each chapter submit a copy of their 2022 990 or 990-N filing, along with a copy of the IRS' confirmation [via the online form](#).

#### NAC Application – Application Deadline Is June 5

The mission of the NAC is to serve as advisors, advocates, and mentors in partnership with ATD staff on matters of chapter management and operations to ensure high-quality service to members. Selected NAC members serve a three-year term. Please note that you must have been a Chapter President to apply to NAC. [Learn more about serving on the NAC and complete the application](#).

#### Apply to Serve on the 2024 ALC Program Advisory Committee

The ALC PAC, a national advisory committee composed of chapter leaders, works with ATD staff to develop and execute ALC. The ALC PAC reviews session proposals, recommends speakers to fill program gaps, and schedules program sessions. [The ALC PAC 2024 application deadline is June 30, 2023](#).

### Events

#### ALC Chapter Leader Conference (ALC), May 19–20 in San Diego

ALC unites chapter leaders nationwide to network and share best practices for running an ATD chapter. ALC will feature 18 sessions and three networking events.

#### ATD 2023 International Conference & Expo (ATD23) May 21–24 in San Diego

This is the largest event for talent development professionals worldwide and provides attendees with the knowledge, strategies, and solutions needed to effectively train and develop talent.

The **Chapter Leader Lounge** is a place for chapter leaders to relax, recharge, and connect during the conference. It's open Sunday through Wednesday, with power hours (snacks and giveaways) on Monday and Tuesday from 2–3 p.m.

#### Chapter Leader Webinars

Learn about the upcoming chapter leader webinars by clicking the link below.

- [Leader Connection Hour: Easy & Quick Programming Ideas to Engage Your Members](#) - June 15, 2:30 p.m. ET

### CARE 2024 Planning Tips

[CARE](#) is a set of performance guidelines designed to help chapters deliver consistent benefits to members. Below are five questions to help your chapter work toward 2024 CARE achievement. If you need assistance with any CARE procedures, contact your CRM by visiting [td.org/CRM](http://td.org/CRM).

1. Are all your board members ATD members?
2. Is your chapter meeting once per quarter?
3. Are you planning to host at least six programs this year?
4. Are you communicating with your members at least once a quarter?
5. Did your chapter submit its 2022 990/990-N filings?

### Innovate & Recognize



#### May Chapter of the Month: Central Florida

Each month a chapter deserving special recognition is highlighted as the Chapter of the Month. This month we recognize the Central Florida Chapter for its project: Board Action Planning and Accountability. Through this project, they designed and implemented a new board member update and meeting template to streamline board meetings, promote action planning, and increase accountability within the board. As a result, the chapter has increased board meeting efficiency and organized tracking for ongoing projects and chapter metrics. [Read more about this program](#).

#### Sharing Our Success (SOS)

The SOS program helps chapters improve by sharing and finding easy-to-use ideas, resources, and practices. Submit your chapter's best practice to gain recognition, share knowledge, measure accomplishments against established criteria, and be considered for a Chapter of the Month award.

The following chapters recently received SOS recognition. View their best practice overview and materials at [td.org/sos](http://td.org/sos).

- Bay Colonies: Welcome Letter with Easy Links
- Central Florida: Board Action Planning and Accountability
- New York City: Wild Apricot Sidekick
- Detroit: Member Anniversary Recognition

### Chapter Essentials

#### **Connect With Fellow Chapter Leaders**

Join the [ATD Chapter Leaders LinkedIn Group](#) to share resources, ask questions, and celebrate successes with other chapter leaders. Please note that you must be an active chapter volunteer to participate in this group.

### Looking for Assistance?

[Chapter Leader Community](#)

[Chapter Services](#)

[National Advisors for Chapters](#)