

MINIMUM REQUIREMENTS FOR FORMING A CHAPTER OF INTBAU

BEFORE CHAPTER FORMATION

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| 1. Make contact with INTBAU (Secretariat staff and INTBAU College of Chapters chair). |
| 2. Minimum 30 registered members in-country. |
| 3. Chapter Chair and Chapter Representative to the ICC chosen. |
| 4. Initial objectives/goals decided upon. |
| 5. Chapter established as an independent not-for-profit organisation (NB this is not essential, but relevant procedure should be investigated). |

AFTER CHAPTER FORMATION / ONGOING

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| 1. Governance finalised (Chair, Representative, Treasurer, board members). |
| 2. Bank account opened in Chapter's name (NB this is essential if the Chapter is registered as an independent not-for-profit and/or if the Chapter intends to raise or receive any funding). |
| 3. Annual Report circulated to the INTBAU College of Chapters by 1 st February deadline. |
| 4. Annual Budget prepared for approval by the Chapter's board. |
| 5. Contributions to INTBAU ongoing communications plan (website, Twitter, Facebook). |
| 6. Updates to the list of Chapter members (quarterly both to and from the Secretariat). |
| 7. Events held to promote and disseminate the principles of INTBAU's Charter. |