

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 Election Day	6	7	8	9
10	11 G1 at 6pm ET	12 G5 at 3pm ET	13 G4 at 12pm ET	14 G3 at 3pm ET G2 at 9pm ET	15	16
17	18 G2 at 6pm ET	19 G1 at 3pm ET	20 G5 at 12pm ET	21 G4 at 3pm ET G3 at 9pm ET	22	23
24	25	26	27	28 Thanksgiving	29	30

**Group 1  
MEMBERSHIP CHAIRS**

*Includes following up with renewing members, signing up / logging in and helping troubleshoot, adding new membership questions*

**Group 2  
TREASURERS**

*Includes setting up Stripe, viewing dues, mailing checks to lockbox and dues flow*

**Group 3  
ROSTER MANAGERS**

*Includes adding members and officers, updating current information*

**Group 4  
WEBMASTERS**

*Includes setting up ChapterSpot website and adding link to ChapterSpot from current website*

**Group 5  
OVERVIEW**

*Includes overall ChapterSpot setup requirements and sending emails through ChapterSpot*