

Information for new network leaders:

As a new network president, you should be given the network records that include your IRS start up papers; any passwords to email account or other such accounts that your network has set up; and copies of your signed bylaws and affiliation agreement. When you leave, these need to be passed on to the next president. The bank account should have 2 current network leaders listed as signatures and any old leaders need to be removed. Any changes to network leadership or contact info should be submitted using the online form listed on the network officer page so we can update our files.

The official network email needs to be checked regularly and all officers should have access to it.

All network leaders need to maintain active AVA memberships. We have set up a \$35 discount code for network officers. Your network members are encouraged but not required to be AVA members. Your network has been given a discount code for your members to receive \$10 off an AVA membership. Please share that code with your network members and encourage them to join AVA. (Please contact AVA if you don't know your codes)

Any events you hold need to be submitted to AVA using the online form. This will add your event to your network webpage, as well as the AVA calendar and will be advertised on AVA's social media. You are required to hold at least 2 educational events for your members per year.

If you are offering CEs using AVA's provider number, you will need to fill out the application at least 10 business days prior to your event. If your speaker has filled out the pre-approval application for their presentation, then you only need to put their presentation code on your CE application instead of having to upload the speaker CV and presentation slides. (A list of the codes can be found on the

network officer page) Once your application has been approved, you will receive an email with a link to the CE survey that you give to your attendees. Upon completion of the online survey, your attendees will receive an email that contains their CE certificate. One month after the event, the survey will be closed and you will be emailed a copy of the survey responses for your records.

At the end of the year, we ask for an annual report to be submitted using an online form. We also ask for a tax-filing request form to be submitted with your annual gross receipts so that AVA can file your tax forms for you. Annual dues invoices are emailed out at the end of the year and are due by Jan 31.

We have the Slack channel set up for network leaders so you can get advice from other network leaders as well as from AVA staff. And please reach out if you have any questions.