

Back Country Horsemen Of Idaho

Chapter Due Dates

January –

- Annual report due by January 31st Email to the BCHI Secretary (secretary@bchi.org)
Annual Report should include:
 - Current membership list – Name, address, phone number and email
 - Chapter officers, state directors and foundation director
 - Year End chapter summary report (events and accomplishments of the chapter)
 - Volunteer hours report
- Submit any agenda items for March SBOD Meeting to BCHI Chairman (chairman@bchi.org) and the secretary (secretary@bchi.org) by January 31st.
- Update any changes to the membership list and email entire list to BCHI Secretary (secretary@bchi.org).

February -

- Review Government Agencies mailing list for updates/corrections along with membership list for those wanting printed newsletters – Send to Broomtales newsletter-mailing@bchi.org
- Submit any resolutions at least 45 days before March SBOD Meeting (secretary@bchi.org)

March -

- BOD Meeting and Convention
- Calendar payments are due by convention. Please bring your chapter check or mail it to BCHI Treasurer – you can email for current address: treasurer@bchi.org
- Be prepared to indicate how many calendars your chapter will commit to for the new calendar.
- All public event insurance requests are due by April 1st. Send form to BCHI Insurance Coordinator (insurance-coordinator@bchi.org)

April -

- Update any changes to the membership list and email entire list to BCHI Secretary (secretary@bchi.org).

July -

- Submit any requests for agenda items for the September BOD Meeting to the BCHI Chairman (chairman@bchi.org).

August -

- Update any changes to the membership list and email entire list to BCHI Secretary (secretary@bchi.org)

September-

- BOD Meeting
- Pick up new calendars at the meeting.

October -

- Review Government Agencies mailing list for updates/corrections along with membership list for those wanting printed newsletters – send to Broomtales (newsletter-mailing@bchi.org)

December -

- Chapter dues to State are due by January 20th. They will be delinquent on February 1st. Mail your dues payment to BCHI Treasurer with count of total individual memberships and total family memberships (form is on the website). Please email for current mailing address treasurer@bchi.org
- Send updated officers list to BCHI Secretary (secretary@bchi.org) with annual report.