



# Roster of Materials for NADE Archives

One copy of each of the following should be submitted to the Executive Assistant for the NADE Archives:

## Chapters

- Executive board member contact information, within one month of elections
- Call to Conference
- All publications
- Chapter reports
- Chapter constitutions/bylaws

## Committees

- All publications
- Committee reports
- Committee Coordinator's reports

## SPINs

- All publications
- SPIN reports
- SPIN Coordinator's reports

## NADE Conference Teams

- Each piece of promotional literature
- Call for Proposals
- Call to Conference
- Conference Program
- Final conference budget, showing all expenditures and income and the resulting conference profit
- Final conference report
- Final conference evaluation report
- All contracts

## Executive Board

- Final draft minutes with "Approved On {date}" in the header
- Preliminary fiscal year budget
- Final fiscal year budget showing income and expenditures
- Annual Report
- Every contract, including reciprocal agreements, entered into or renewed by the Board
- *NADE Policies and Procedures Handbook* as of the end of the Board's term
- *NADE Constitution/Bylaws* as of the end of the Board's term
- *NADE Annual Conference Planning Manual* as of the end of the Board's term
- Fact Sheet for the year
- Any communication affecting policy
- Letters of appointment to leadership positions

## Auditor

- Annual tax return
- Annual audit
- Complete set of financial records (stored for seven years)

## Executive Assistant/Database Manager

- Each contract with the Board
- Each report to the Board

- Ballot and candidate slate
- Elections tally (actual ballots stored three years)
- Conference registration and income reports
- Leadership Directory as of December 31 of each year
- Inventory of NADE materials as of December 31 of each year
- Information on NADE website—domain name registration, web host account

#### Certification Council

- Letters granting certification
- End-of-year report detailing Council activities for that year
- Certification Council policies and procedures as of July 1 each year