### Mission statement:
To ensure CAP results for the Chicago Chapter are accurately and timely reported to IIA Headquarters.

### Key Responsibilities
- Solicit reporting of CAP activities from chapter members
- Track and report on chapter CAP activities
- Remind individuals responsible for specific CAP activities when due dates are coming up and request evidence to support CAP points taken
- Provide current stats each month for the chapter snapshot in the board book
- Marketing campaigns and chapter membership notifications
- Update website and newsletter content with appropriate information as changes arise
- Maintain integrity of CAP spreadsheet and applicable supporting documentation

### Key Reporting / Deliverables
- Monthly CAP report emailed to District Rep and President by the 10th of each month
- Quarterly CAP report emailed to District Rep, District Advisor and Chapter President by applicable due dates
- CAP responsibility listing is updated and communicated annually with the incoming officer and BOG team - due by 8/31

### Key Events
- Monthly Board of Governors meetings
- Annual year-end planning cycle

### Current volunteer opportunities and commitment
- It is recommended administrator budgets 10-15 hours per month to perform duties