

CHECKLIST FOR LOCAL CHAPTER PRESIDENTS

EACH MONTH

- ☐ Check the Colorado website, www.coloradopeo.org monthly to see What's New?
- ☐ Ensure all chapter members are receiving monthly news from CO State Chapter.

MARCH – Outgoing President

- ☐ During the first meeting in March, call for the report of the nominating committee and conduct the election and installation of new chapter officers.
- ☐ Annual Reports: Check that the treasurer and corresponding secretary agree on the number and names of active members. Sign the reports of the treasurer and corresponding secretary and ensure that they are mailed by March 10th deadline. (In the absence of the president, the vice president or recording secretary may sign these reports. The reports' numbers must match.)
- ☐ Bylaws: Ensure that the recording secretary, following the instructions received from Colorado State Chapter, reports either changes to bylaws and/or standing rules or sends a report of "no change."
- ☐ Call for the report of the auditing committee at a regular business meeting in March.
- ☐ Official Visit: If your chapter is scheduled for a visit, be certain the incoming president is given all the information that has been received.

MARCH – Incoming President

- ☐ Schedule a Transition Meeting of outgoing and incoming officers and committees to ensure an orderly and timely transfer of supplies and information regarding duties and responsibilities. Encourage officers to view the training videos found on the International website.
- ☐ Remind the corresponding secretary to report the election and installation of officers, the election of the delegate and alternate to convention of s/p/d chapter, and (if authorized) the nomination of the delegate and alternate to convention of international chapter.
- ☐ Appoint committees in accordance with your local chapter bylaws.
- ☐ Schedule a practice of the Ceremony of Initiation.
- ☐ Become familiar with all parts of the President's Book.
- ☐ Encourage all officers to register and attend Officer's Workshops.

APRIL

- ☐ Install any officer who was not present at the time of election/installation of officers in March. (All officers must be installed by May 1st.)
- ☐ Remind all officers of upcoming Officers' Spring Training.
- ☐ Make certain your chapter delegate has registered for state convention.
- ☐ Discuss proposed amendments that will be presented at the convention in a chapter meeting.

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- ☐ Review instructions in the IOLC (Instructions to Officers of Local Chapters.)

MAY

- ☐ Be certain the chapter delegate has two copies of yearbook and all other required items to take to convention of s/p/d chapter.
- ☐ Be certain the report of convention of s/p/d chapter is scheduled in June, or no later than 4 weeks after the close of the convention.

JUNE

- ☐ Check the state web site for the listing of all new State Officers and Committee Members and ensure all officers have access to it.
- ☐ Review any changes to the Colorado State Bylaws.
- ☐ If your chapter is scheduled for an official visit in the fall, obtain from the chapter delegate the packet of information that was distributed.

JULY

- ☐ Relax and enjoy the summer, even if your chapter meets during the summer months!

AUGUST

- ☐ If applicable, check with all officers that they have received information regarding official visit.
- ☐ If you are being visited, remind officers to arrange to be at the officers' meeting.
- ☐ Confirm meeting and overnight arrangements for the visiting officer or proxy as soon as possible.
- ☐ Remind all officers to review the IOLC and refer to the retention List for each office.
- ☐ If a report of International Convention is to be given (odd-numbered years), arrange with the delegate to give her report within six weeks after convention.

SEPTEMBER

- ☐ The *Proceedings of Colorado State Chapter* will be posted on the state website. Be familiar with it.

OCTOBER

- ☐ Enjoy your Official Visit (every four years).
- ☐ Enjoy International Convention Report (odd years).
- ☐ Direct Bylaws Committee to review chapter bylaws and standing rules and propose amendments as needed.

NOVEMBER AND DECEMBER

- ☐ Enjoy the holidays with warmest greetings and best wishes to each of you from your state officers!

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JANUARY

- ☐ Have all officers check their supplies with the most current List of Supplies for Local Chapter Officers, available at www.peointernational.org.
- ☐ Appoint committees as required by your chapter bylaws.
- ☐ Review the winter mailing packet sent by International Chapter. Distribute materials as necessary.
- ☐ Three copies of the newest edition of the *P.E.O. Constitution, Bylaws and Standing Rules* are sent every other year after International Convention. Discard all previous copies. Additional copies may be ordered from International.
 - One copy is kept in the president's box
 - One copy may be loaned to chapter members
 - One copy may be presented to an initiate.
- ☐ Check the Honor Roll on the International website for sisters in your chapter who are celebrating long-time membership in P.E.O. this year (aka Golden Girls).
- ☐ Ensure treasurer has sent a dues notice to all non-resident and members not attending regularly.

FEBRUARY

- ☐ Remind recording secretary to report changes to bylaws and/or standing rules to a designate of state chapter. This will be an email address. A report of "no change" is to be reported also.
- ☐ Write the Annual President's Letter. It is read at a meeting, voted to accept by the chapter, and a copy is placed in the president's files. Send copies to the state president and state organizer.
- ☐ Have the corresponding secretary read the entire list of inactive members at a meeting.
- ☐ Prepare for the transfer of all supplies and records to the incoming president.
- ☐ Work with the treasurer and corresponding secretary on annual reports.