

Spring Officer Workshops
President/Vice President

Educate yourself

You don't need to know all the answers, you just need to know where to find the answers!

Be familiar with the following

Resources:

International Website (www.peointernational.org)

- Online officer training
- IOLC - Instructions to Officers of Local Chapters
- Constitution

Colorado Website (www.coloradopeo.org)

- Colorado State Chapter Bylaws and Standing Rules
- Convention Proceedings Colorado State Chapter
- Checklist for Local Chapter Presidents

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- President's Book
 - The P.E.O. Record

Prepare

- Get to know your officers. You are the leadership team for your chapter.
- Schedule a transition meeting
- Set goals for your chapter i.e. increase attendance, increase membership
- Get organized!! Clean out your President's Book. It's not a notebook or file folder.
- Go through your supplies. Check all forms and make sure they're current.
- Educate your chapter members to stand (if able) when addressing the chair "Madam President, . . ."
- If a name is to be proposed for membership, have the form handy

Preside

- Make an agenda and follow it.
- Start the meeting on time – always! **Don't punish the punctual.**
- Stand, if you are able, throughout the meeting.
- Keep the meeting going.
- Smile, laugh, and have fun!

Vice President

International Projects Chairman

- Refer to Colorado State Bylaws, Article XII, Section 2
- Be prepared to assume the role of acting president. Be familiar with the duties of the president.
- Be prepared for balloting.