

CHECKLIST FOR LOCAL CHAPTER PRESIDENTS

EACH MONTH

- Check the Colorado website, www.coloradopeo.org monthly to see What's New.
- Ensure all Chapter Members have a current email on file and are receiving the monthly newsletter from the Colorado 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 you have approved the report by the March 10th deadline.
- Call for the report of the Auditing Committee at a 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 and the date is added to your chapter yearbook. Remember, the Official Visit will be the program for that meeting.

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 and to sign up for Colorado State Chapter Spring Officer Training sessions.
- Remind the Corresponding Secretary to report the election and installation of Officers, the election of the Delegate and Alternate to Convention of Colorado State Chapter, and (if your chapter has a delegate) 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 – Exemplification 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 – held in April.

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.
- Review instructions in the IOLC (Instructions to Officers of Local Chapters) on the International website.

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MAY

- Discuss proposed amendments that will be presented at Convention of Colorado State Chapter in June.
- Be certain the Chapter Delegate has all the required items to take to Convention.
- Be certain the report of Convention of Colorado State Chapter is scheduled in June, or no later than 4 weeks after the close of the Convention.

JUNE

- Check the State website for the listing of all new State Officers and Committee Members and ensure all Chapter Officers have access to it.
- Review any changes to the Colorado State Bylaws from Convention.
- If your Chapter is scheduled for an Official Visit in the fall, be in contact with the Visiting State Officer. Official Visits may be scheduled during August, September and October.

JULY

- Relax and enjoy the summer, even if your Chapter meets during the summer months!
- If your chapter is scheduled for an Official Visit, remind Officers to arrange to be at the Officers' Meeting.

AUGUST

- Confirm Meeting and overnight arrangements (if necessary) for the visiting State 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 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.
- Ensure treasurer has sent a dues notice to all chapter members.
- Review the winter mailing packet/information provided by International Chapter. Distribute materials as necessary.
- The newest edition of the *P.E.O. Constitution, Bylaws and Standing Rules* are available online every other year after International Convention. Discard all previous copies. Additional copies may be ordered from International. A copy should be kept in the President's box.
- 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).

FEBRUARY

- Write the Annual President's Letter. It is read at the Chapter Meeting, voted to accept by the Chapter, and a copy is placed in the President's files. Send a copy to the State Organizer – either through the automated upload function or mailing a paper copy.
*Upload function is preferred.
- Have the Corresponding Secretary read the entire list of Inactive Members at your February meeting.
- Attend any Annual Report trainings provided by International and encourage chapter treasurer and corresponding secretary to attend.
- Prepare for the transfer of all supplies and records to the incoming President.