

# OUTLINE OF YEARLY MEETING FOR LOCAL CHAPTER OFFICERS

Please keep in President's Book

Following election, the president calls a meeting of the officers for instruction in their duties. (Constitution, Part III, Article V, Section 1)

## ***Introduction***

### ***Check officer supplies***

Each officer should have the following:

- P.E.O. Constitution (current) - not required, but helpful
- List of Supplies (current year)
- Instructions to Officers of Local Chapters
- Local Chapter Bylaws
- Ohio State Chapter Bylaws (found in Proceedings)

Clean House!! Old forms should be destroyed upon receipt of new ones. Check the Retention Record for Local Chapters, Instructions to Officers of Local Chapters, for length of retention of officer materials

***Training*** - have out-going officers train new officers  
Watch local chapter online training modules on the International website @ [peointernational.org/Resources](http://peointernational.org/Resources)

***Review the meeting procedure from President's Book***

### ***Set Theme and Goals for the year***

Theme for program year

- Potential programs, social schedule
- Set up chapter and/or committee discussion topics

Goals for the year

- Membership Growth - initiate, transfer, reinstate
- Projects - find recipients
- Gifts to projects
- Fundraising

