

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

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/Resource Library/Local Chapter Officer/Local Officer Training](http://peointernational.org/ResourceLibrary/Local%20Chapter%20Officer/Local%20Officer%20Training)

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
- Inactive prevention – nonparticipating, unaffiliates
- Projects – find recipients
- Gifts to projects
- Fundraising

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