

**Ohio State Chapter Officer's Worksheet: \_\_\_\_\_ Chaplain**

*Please complete this page and note any questions to ask during the officers' conference*

Have you been the Chaplain prior to this year? \_\_\_\_\_ If so, how many years? \_\_\_\_\_

Please check any items completed:

- Met with the outgoing Chaplain
- Attended Officer Transition Meeting following Installation
- Received training from the Vice President regarding duties
- Read the IOLC for my office
- Reviewed the list of supplies for my office
- Reviewed the P.E.O. Constitution as it relates to my office (Part III, Article V, Sec. 7)
- Reviewed the Ohio State Chapter Bylaws and Standing Rules
- Studied the meeting procedures in the President's Book for Chaplain duties

*Officer Signature:* \_\_\_\_\_ *Chapter:* \_\_\_\_\_