

Ohio State Chapter Local Officer's Worksheet: \_\_\_\_\_ **Corresponding Secretary**

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

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

Please check any items you have completed

- Met with the outgoing Corresponding Secretary
- Attended an Officer Transition Meeting following Installation
- Attended the virtual Local Chapter Officer Training (LCOT)
- Reviewed the training materials for Corresponding Secretaries on the International website
- Reviewed the forms for my office on the International website
- Read the IOLC for my office
- Reviewed the list of supplies for my office
- Reviewed the officer retention record (from IOLC) and discarded old items
- Reviewed the P.E.O. Constitution as it relates to my office (Part III, Article V, Sec. 5)
- Reviewed the Ohio State Chapter Bylaws and Standing Rules
- Studied the meeting procedures in the President's Book for Corr Sec duties
- Confirmed membership with Treasurer prior to President's signature on Annual Report forms

Please describe where you keep your officer supplies \_\_\_\_\_

What is the total number of **active** (resident & non-resident) members as of March 1

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ **Total** \_\_\_\_\_

Are you able to complete Corr Sec forms and reports online? \_\_\_\_\_

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