

Ohio State Chapter Officer's Worksheet:

**Guard**

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

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

Please check any items you have completed:

- Met with the outgoing Guard
- Attended an 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 Ceremony of Initiation duties of the Guard
- Reviewed the P.E.O. Constitution as it relates to my office (Part III, Article V, Sec. 8)
- Reviewed the Ohio State Chapter Bylaws and Standing Rules
- Reviewed the forms for my office on the International website
- Studied the meeting procedures in the President's Book for Guard duties

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

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