Ohio State Chapter Local Officer's Worksheet: Vice President

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

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

Please check any items completed:

- □ Met with the outgoing Vice President
- □ Attended an Officer Transition Meeting following Installation
- □ Attended the virtual Local Chapter Officer Training
- □ Reviewed the training materials for Presidents/Vice Presidents on the International website
- □ Reviewed President's Calendar Guidelines
- □ 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 the IOLC) and discarded old items
- □ Reviewed the P.E.O. Constitution as it relates to my office (Part III, Article V, Sec. 3)
- □ Reviewed the Ohio State Chapter Bylaws and Standing Rules
- □ Studied the President's Book in order to run meeting if requested
- □ Trained the Chaplain and Guard regarding their duties

Does your President utilize your help with any of the following?

- □ Running the chapter meetings
- Determining which committees need to be called on for reports at meetings
- Contacting the chapter officers to make sure all will be present at the meeting
- Getting members moved into the meeting area in a timely manner so it can start on time
- □ Suggesting members for committees
- Other:

How confident are you with the balloting procedure?

1 2 3 4 5 (5 being the most confident)

Are there specific duties that you are in charge of for your chapter as Vice President (yearbook, etc.)?

Please list other duties below:

 Officer Signature:
 Chapter:

 For the Official Visit: Be prepared to give special work either from memory or by reading it from

the COI booklet.

Official Visit Worksheet-Vice President