<u>Please complete this page and note any questions to ask during the officers' conference</u>

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

Please check any tasks completed:

- □ Met with the outgoing President
- □ Attended virtual Local Chapter Officer Training
- □ Reviewed training materials for Presidents on the International website
- □ Reviewed President's Calendar Guidelines (copy in President's Book)
- □ Reviewed the forms for the office of president on the International website
- □ Reviewed the P.E.O. Constitution regarding my office (Part III, Article V, Sec. 2)
- □ Reviewed the Ohio State Chapter Bylaws and Standing Rules
- □ Read the Instructions for Officers of Local Chapters (IOLC) for all chapter officers
- □ Reviewed the list of supplies for all chapter officers
- □ Reviewed the officer retention record (in IOLC) and discarded old items
- □ Studied the President's Book for running a chapter business meeting
- □ Held Officer Transition meeting with chapter officers
- □ Reviewed Cascading Goals from International and Ohio State Chapter

Do you know where each officer keeps her supplies?

Are you able to secure pro tem officers for meetings when members are unable to attend?

Does your Vice President help you in your office with any of the following?

□ Running the chapter meetings

4

- Determining which committees need to be called on for reports at meetings
- Contacting your 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:

3

2

1

How confident are you with Parliamentary Procedure?

5

(5 being the most confident)

How confident are you in your ability to keep committee reports focused?

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

How confident are you in your ability to run an efficient meeting? 1 2

(5 being the most confident) 3 4 5

| Officer Signature: | Chapter: |
|--|--|
| For the Official Visit: Be prepared to give special work | either from memory or by reading it from |
| the COI booklet. | |