

President's Checklist

April

Create your E-mail address book including state officers, state officer advisers, State Adviser, and State Meeting Coordinator.

Send your state officer team and their advisers a welcome E-mail. In the E-mail ask them to confirm that they received your E-mail and that you have a link.

June

First week of June - E-mail officer team the schedule of what you'll be wearing for each day of Nationals. Jacket, pants, skirt, shirt, blouse, t-shirt(s), Polo shirts, ties, shoes, socks, hosiery, etc.

Second week of June prepare a welcome for the state meeting at Nationals – One minute is enough. The state meeting coordinator and state adviser will provide other information to you to add to your welcome.

July

First state meeting at Nationals:

Welcome everyone

Plan two Ice Breakers, perhaps you'll only need one

Segue: "Now on a more serious note...we need to talk about safety and courtesy."

Conference Rules

Travel safety

Elevator Etiquette

Dress Policy

Name badges when and when not to wear them

August

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

Check in with your V.P. of Public Relations to see how the September Rose Trail is coming along. Ask if he/she needs any help. You can always suggest checking in with the State Adviser and/or State Meeting Coordinator if help is needed.

September

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

Check in with your V.P.s of National Programs and Membership to see how their monthly newsletters are coming along. Ask if they need any help and you can always suggest they check in with the State Adviser and/or State Meeting Coordinator if they need help.

First week of September - E-mail officer team the schedule of what you'll be wearing for each day of the Executive Council Meeting. Jacket, pants, skirt, shirt, blouse, t-shirt(s), Polo shirts, ties, shoes, socks, hosiery, etc.

October

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

Check in with your V.P. of Public Relations to see how the November Rose Trail is coming along. Ask if he/she needs any help. You can always suggest checking in with the State Adviser and/or State Meeting Coordinator if help is needed.

November

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

December

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

Check in with your V.P. of Public Relations to see how the January Rose Trail is coming along. Ask if he/she needs any help. You can always suggest checking in with the State Adviser and/or State Meeting Coordinator if help is needed.

January

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

First week of January - E-mail officer team the schedule of what you'll be wearing for each day of the Executive Council Meeting. Jacket, pants, skirt, shirt, blouse, t-shirt(s), Polo shirts, ties, shoes, socks, hosiery, etc.

February

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

Third week of February - E-mail officer team the schedule of what you'll be wearing for each day of the Executive Council Meeting. Jacket, pants, skirt, shirt, blouse, t-shirt(s), Polo shirts, ties, shoes, socks, hosiery, etc.

March

E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers. E-mail a reminder for officers to send monthly report to state adviser, state meeting coordinator and their advisers.

Check in with your V.P. of Public Relations to see how the March Rose Trail is coming along. Ask if he/she needs any help. You can always suggest checking in with the State Adviser and/or State Meeting Coordinator if help is needed.