

President's Calendar

MARCH

Outgoing President

1. Check annual reports of treasurer and corresponding secretary. Sign when all figures agree. Reports must be sent **AFTER March 1 and BEFORE March, 10**. Please put all in **one** envelope and mail to the paid assistant, Sheri Rasmussen.
2. Remind auditing and nominating committees to prepare reports. The auditing committee report is given at the March meeting.
3. Preside at the first meeting in March through election and installation of officers.
4. Arrange for a meeting of outgoing and incoming officers for exchange of materials and information. It is recommended that all officers clean out their supplies, referring to the retention list and the IOLC for training of all officers. The training videos on the International website are a helpful tool for old and new officers.

Incoming President

1. Be Prepared to preside after installation.
2. Attend meeting of officers for transfer of materials. Make a list of the location each officer is going to keep her supplies. Check to see that all supplies are current; ask treasurer to order any needed supplies for the officers.
3. Make sure that the corresponding secretary goes to the International website and enters the names of officers as required by International Chapter. She will also enter the delegate and alternate to state convention, in odd number of years, enter the name of delegate to Convention of International Chapter if your chapter is eligible to attend. ENSURE THAT ALL INFORMATION GETS SUBMITTED AND IS CORRECT.
4. Appoint all committees for coming year.
5. Become familiar with President's Book. Make President's Book available for officers and any interested chapter member to study.
6. Become familiar with the IOLC (download from www.peointernational.org) and Nebraska State Bylaws and Standing Rules that are found in the current year's Proceedings and at the Nebraska State website. www.nebraskapeo.org
7. Review program plan for the year. Confirm plans for yearbook production.
8. In appropriate years, note the fall date of the state official visitation of the chapter.
9. Be sure the **Chapter Information Form** is updated, including new officers, upcoming meeting dates and times, any changes in membership, addresses, phone numbers or email addresses made in the past year. Send an electronic copy of your updated form to Joyce Victor at jovictor@outlook.com by **April 15th**. An example of this form can be found on the state website under resources.

APRIL

1. Install any officer not present at time of election. Officers must be installed **before May 1** or the office is declared vacant.
2. **Encourage** members, in addition to the delegate, to attend state convention. Be sure that chapter delegate receives convention registration materials which will be posted online. Read the newsletter for chapter honors or honoree's information needed for convention.
3. Receive proposed amendments to the bylaws and standing rules of Nebraska State Chapter. Read and discuss at chapter meeting so delegate is aware of chapter members'

feelings. (Delegate votes at her own discretion after listening to information at convention)

4. Receive release/approval of annual reports of corresponding secretary and treasurer. Give appropriate copy to each officer and keep second copy in the president's box. The releases for these annual reports are to be read to the chapter with the monthly reports of both officers following receipt of approved copies.

MAY

1. Direct delegate to bring one yearbook and one completed yearbook evaluation form to be collected at state convention. If you have not sent your CIF form to Joyce Victor, bring the completed form to state convention.
2. Arrange for report of convention of state chapter to be given as soon as possible following convention.

JUNE-JULY-AUGUST

1. Distribute ALL materials from convention to appropriate officers and committee chairmen.
2. Continue contact with your project recipients; invite them to any appropriate social occasions
3. Watch for reminder notice of chapter visitation from the organizer, if applicable. Remind your officers and hostesses of the date.
4. Contact your visiting officer with specific arrangements. Offer hospitality and transportation.
5. Review preparations for organizer's visit.
6. Confirm date, time, and place of official visit with all concerned. Conduct practice of required procedures during chapter meeting. Arrange for any additional practice needed.
7. Try to keep in touch with chapter members via newsletter or informal social if you do not meet in the summer.

SEPTEMBER

1. The Proceedings of Nebraska State Chapter will be posted on the Nebraska website. Inform members of the availability of the Proceedings.
2. Direct your bylaws committee to change chapter bylaws that are mandated from International and State Conventions.
3. Throughout the year, receive notice of newsletters posted on the Nebraska website. Have information read under Correspondence, that you deem pertinent to the chapter and distribute information to appropriate committees. Encourage members to read the newsletter.

OCTOBER-NOVEMBER-DECEMBER

1. In odd-numbered years, verify that a chapter member(s) is prepared to give the report of Convention of International Chapter.
2. Send chapter gifts for International philanthropies and state P.E.O. projects. Chapter gifts must be sent by **December 15th** if chapter is to be recognized on the state gift list for that year. Project donation form may be downloaded for the state website.

JANUARY

1. Appoint nominating, auditing and program committees if indicated in chapter by-laws. Encourage program chairman to plan for the next P.E.O. year.
2. NOTE: In odd-numbered years, remind the program committee to schedule the Convention of International Chapter report in the month following convention. The report will be given by a chapter member(s), using the report provided by the Nebraska State Chapter.
3. Remind treasurer to send dues notices. Review chapter policies for late dues for those infirm members, if applicable.
4. The Proceedings of Convention of International Chapter in even-numbered years will be posted on the International website.
5. Receive the winter mailing from International Chapter. Be sure to update the President's Book and other materials as necessary.
6. Receive from the vice president the dates, place, and time of Local Chapter Officer Workshops when applicable. Be certain to give this information to the chapter's newly elected officers.

FEBRUARY

3. Receive from International Chapter the annual report material for all officers. Remember that they MUST BE FILED BY MARCH 10TH and mailed to the paid assistant of NSC.
4. Be certain the Recording Secretary notifies and sends in a WORD DOCUMENT the updated local chapters bylaws and standing rules for the year, if there were NO changes, she is then required to inform the state secretary that there were NO CHANGES, by the end of the month deadline.
5. Chapters may initiate candidates in February. An invitation to transfer may NOT BE extended or accepted in February. As a courtesy to an initiate, some chapters choose not to initiate in January and February, even though it is correct to do so, as her dues for the next year are due so soon after her initiation fee. Explain this to the candidate, as she may be more than willing to pay dues and her initiation fee.
6. Prepare and present to the chapter your President's Letter. This should be read under New Business, approved at a chapter meeting in February and mailed before March 1st. (See Instruction to Officers for Local Chapters/IOLC) *This letter should NOT take the place of a program for that meeting.* Send one copy to the state president. File a Copy in a permanent file. Send the letter to nonresident members and those NOT in attendance.
7. Alert the auditing committee to arrange with the treasurer to audit the record books and to prepare a report to be presented in March.

ANY MONTH

Expect frequent messages via the technology contact program, including notice of newsletters posted on the Nebraska website. Ensure that all information is shared with the chapter, distributing information to chapter committees as necessary.

Check the International website and State website regularly, look for posts on FB, Instagram, and Twitter.

Act as chairman of the Pre-Acceptance and Post-Initiation counseling committee. Be sure to implement the 3-year Mentoring Program for your new members.

*****ALL this information can be found in: IOLC, Proceedings of State Convention, Nebraska Bylaws and Standing Rules (in the Proceedings), The P.E.O. Constitution, International website and the State website*****