

OUTLINE OF YEARLY MEETING FOR LOCAL CHAPTER OFFICERS

Please keep in President's Book

Following election, the president calls a meeting of the officers for instruction in their duties. (Constitution, Part III, Article V, Section 1)

Refer to "[Successful Officer Transitions: Website Materials](#)" on the P.E.O. website.

Introduction

Discuss the health of the chapter and set goals for the upcoming year

- Complete Chapter Trends Assessment Sheet
- **Set Theme and Goals for the year**
 - Theme for program year
 - Potential programs, social schedule
 - Set up chapter and/or committee discussion topics
 - Goals for the year cascade down from International Chapter and your State, Provincial or District Chapter including:
 - Strengthen Chapter Vitality
 - Every Sister is a Very Important P.E.O.
 - Engage and connect with each sister
 - Membership Growth – initiate, transfer, reinstate
 - Inactive prevention – nonparticipating, unaffiliates
 - Promote Philanthropic Vitality
 - Enhance local chapter outreach
 - Promote community visibility of P.E.O. through service
 - Learn – Give – Sponsor – Initiate...Connect the Philanthropic Circle
 - **Learn** about our P.E.O. Philanthropic Projects
 - Our shared mission is to **Give** to our P.E.O. Philanthropic Projects
 - Find women to **Sponsor** as project candidates and/or students at Cottey College
 - Promote potential membership in P.E.O. as we continue to **Initiate** project recipients, Cottey alumnae and family members
 - Champion the Advancement of Women
 - Promote leadership development through the use of [leadership resources](#)
 - Increase outreach about P.E.O. in your community through use of [communication resources](#)

Check officer supplies

Each officer should have access to the following:

- P.E.O. Constitution (current)
- List of Supplies (current year)
- Instructions to Officers of Local Chapters - the president shall have IOLC in its entirety in the President's book.
- State, Provincial or District Bylaws for your s/p/d
- Local Chapter Bylaws

Clean House!! For length of retention of officer materials, check each local chapter officer's Retention Record found in the *Instructions to Officers of Local Chapters*.

Review the meeting procedure from President's Book

Training

- New Officers - Watch local chapter [online training modules](#) on the International website
- Outgoing officers train new officers and be available as ongoing resource and mentor