

## **President's Calendar**

### **MARCH**

#### **Outgoing President**

1. Review electronic annual reports of treasurer and corresponding secretary. This includes the membership roster; dues form and IRS-LC form. When all figures agree, approve electronically and type your name as it appears on the Reports Form. These must be submitted AFTER March 1 and BEFORE March 10. Please have treasurer, after you approve, mail a copy of the dues form and check made out to the Nebraska State Chapter P.E.O. to the paid assistant. Her address is found on the Nebraska Website under Leadership.
2. Remind auditing and nominating committees to prepare reports. The auditing committee report is given at the March or April meeting.
3. Preside at 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 in the (IOLC) Instruction to Officers of Local Chapter for all officers. The training materials on the International website have helpful tools 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 onto the International website and enters the names of officers as required by International Chapter. Make sure she also enters the delegate and alternate to state convention and in odd numbered years, enters the name of delegate to Convention of International Chapter, if applicable. ENSURE THAT ALL INFORMATION IS SUBMITTED AND CORRECT.
4. Become familiar with President's Book. Make President's Book available for officers and any interested chapter member for study.
5. Become familiar with the IOLC (download most current version from [www.peointernational.org](http://www.peointernational.org) and place behind the IOLC tab in the Presidents Book) and Bylaws and Standing Rules of Nebraska State Chapter that are found in the current year's Proceedings and at the Nebraska State website. [www.nebraskapeo.org](http://www.nebraskapeo.org)
6. Review program plan for the year. Confirm plans for yearbook production.
7. In appropriate years, note date in the fall for official visitation of chapter.

8. Be sure the Chapter Information Form (CIF) 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](mailto:jovictor@outlook.com) by April 15th. An example of this form can be found on the state website under Resource Library, Local Chapter Toolbox, and General Information.

## **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 sent in a Constant Contact email and posted on the Nebraska website. Read the newsletter for chapter honors or honorees and Time of Remembrance information needed for convention.
3. Receive proposed amendments to the Bylaws and Standing Rules of Nebraska State Chapter and acknowledge receipt as instructed. Read and discuss at chapter meeting so delegate is aware of chapter members' feelings. (Delegate votes at her own discretion after listening to information presented at convention.)
4. Receive electronic release/approval of annual reports of corresponding secretary and treasurer. Follow the instructions in this release as to where to retain this information. The releases for these annual reports are to be read to the chapter with the monthly reports in May.

## **MAY**

1. Direct delegate to bring to convention: 1) her membership card; 2) one chapter yearbook and one completed yearbook evaluation form; and 3) the CIF form if it had not previously been sent to Joyce Victor.
2. Arrange for the state convention report to be given within 8 weeks following convention. This report may be given as your program.

## **JUNE-JULY-AUGUST**

1. Distribute ALL materials from convention to appropriate officers and committee chairs.
2. Maintain 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. Two hours are required for the officers meeting followed by your regular chapter meeting.
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 make chapter bylaw updates that are required due to changes made at the International and Nebraska 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 15<sup>th</sup> to the Nebraska paid assistant if the chapter is to be recognized on the state gift list for that year. The project donation form may be downloaded from the Nebraska website.

## **JANUARY**

1. Appoint nominating, auditing and program committees if indicated in chapter bylaws. Encourage program chair to plan for the next P.E.O. year.

NOTE: In odd-numbered years, remind the program committee to schedule the Convention of International Chapter report in October or November following convention. The report will be given by a chapter member(s), using the report provided by Nebraska State Chapter.

2. Remind treasurer to send dues notices. Review chapter policies for late dues for those of infirm members, if applicable.
3. The Proceedings of Convention of International Chapter in even-numbered years will be posted on the International website.
4. Receive the winter mailing from International Chapter. Be sure to update the President's Book and other materials as necessary.

5. Receive from state organizer or her proxy a proposed date and time for official chapter visit when applicable. Advise yearbook committee of the date.
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**

1. Receive notice from International Chapter concerning annual report material. Remember that they **MUST BE SUBMITTED BY MARCH 10th**. Your dues check along with the printed copy of your dues form also must be mailed to the paid assistant of Nebraska State Chapter by March 10<sup>th</sup>.
2. Be certain the recording secretary notifies and emails in a **WORD DOCUMENT** the updated local chapter bylaws and standing rules for the year to the state secretary. If there were **NO** changes, she is then required to inform the state secretary that there were **NO CHANGES**. Send by the end of March.
3. 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.
4. Prepare and present to the chapter your President's Letter. This should be read under New Business, approved at a chapter meeting in February. (See Instruction to Officers for Local Chapters/IOLC) A suggested template for the letter can be found on the Nebraska website: Resource Library, Local Chapter Toolbox, and President Information. This letter should **NOT** take the place of a program for that meeting. Send one copy to the state president by March 1. File a Copy in a permanent file. Send the letter to nonresident members and those **NOT** in attendance.
5. Alert the auditing committee to arrange with the treasurer to audit the record books and to prepare a report to be presented in March or April.

## **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 and look for posts on Facebook.

Act as chair of the Preacceptance and Postinitiation 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 and The P.E.O. Constitution, all found on either the International or state website.**