

First/Second Year of a Chapter President's Biennium

August

Have an executive board meeting to check on meeting places, time and prices.

Call each Committee Chair, chat, plan, and give ideas.

Prepare calendar.

Update membership checklist for contacting each member.

September

Invite your State President and District Coordinator to a meeting.

Write an agenda that will address dues, business, and program of work.

Create Newsletter.

Create Calendar for members.

October

Help treasurer gather dues.

Check on chapter minutes.

Make sure yearbooks are sent to District Coordinator.

Have secretary send changes of contact information to International and State.

Create Newsletter.

Alert Nominations Committee to start calling nominees (yr. 2)

November

Review chapter rules, policies for important dates.

Look for annual reports due (yr. 1)

Look for biennial reports due (yr. 2)

Have Scholarship Chair remind members of scholarships and dates.

Have Scholarship Chair remind members of Golden Gift Fund Projects due date.

December

Have chapter news ready for *The New Oregon Trail* deadline.

Check *International News* for important dates and registration forms.