**March**

**Outgoing President**

1. Participate in electronic **Annual Reports** with treasurer and corresponding secretary. Approve and sign when ALL figures agree. Reports must be processed **beginning** March 1 and completed before **March** 10 to avoid a late report fine.

2. If your chapter has amended your local chapter bylaws and standing rules at anytime during the year (March 1 to Feb 28/29), the recording secretary must send an updated copy of your bylaws and standing rules to your Board Buddy/Liaison. If no changes have been made, the recording secretary must report this to your Board Buddy/Liaison by March 10. Reports not received by March 10 will be charged a late fee. **Documents and reports can be submitted electronically to your board buddy/liaison.**

3. If your chapter holds officer elections and installations at your March meeting, know the status of the nominations committee’s work before that meeting and be prepared accordingly. Lacking a full slate of officers means you will need to entertain nominations from the floor.

4. Immediately after installation of officers, the outgoing corresponding secretary should report the chapter officers, local chapter delegates/alternates and delegates/alternates to Convention of International Chapter (if applicable), for the current year on the International webpage’s online form. Even if there are no changes in office holders, they *must be re-entered in the online form with a new date and year*. **New officers should not be reported until they are installed in March.**

5. Note dates and places of **Local Chapter Workshops**. The dates are in the Roster and locations and times are available by January each year. Check the GA State website, Georgia P.E.O. Newsletter or contact your Board Buddy/Liaison for this information. Encourage **all** chapter members, especially officers, new chapter initiates or transfers, to register and attend. Encourage all officers to take the online training on the International website as well.

6. Remind the **Auditing Committee** to prepare reports. The chapter votes to approve report of Auditing Committee and the report is recorded in the minutes.

7. Preside at first meeting in March through election and installation of officers.

8. Work with incoming president to arrange for an officer transition meeting between outgoing and incoming officers for an exchange of materials and a sharing of responsibilities.

**Incoming President**

1. Be prepared to preside after installation of officers at first meeting in March.

2. Review the Instructions to Officers of Local Chapters (IOLC) and make sure your chapter officers all have a copy of their portion. The current copy of the IOLC can be found on the International website by searching and selecting “IOLC” and choosing your particular office or by clicking here: [Instructions to Officers of Local Chapters (IOLC) – P.E.O. International (peointernational.org)](https://www.peointernational.org/resource/instructions-to-officers-of-local-chapters-iolc-complete/)

3. Work with the outgoing president to plan an officer transition meeting and transfer of materials. Try to have all officers attend the same transition and training meeting, if possible.

4. At the transition meeting make a list of the location where each officer is going to keep her supplies. Have new officers review their supply list and make sure all supplies are current; ask treasurer to order any needed supplies. Check out the Outline of Yearly Meeting for Local Chapter Officers found at [Outline of Annual Transition Meeting for Local Chapter Officers – P.E.O. International (peointernational.org)](https://www.peointernational.org/resource/yearly-officer-meeting-outline/) on the International website.

5. Remind outgoing corresponding secretary to complete the Report of Election of Officers of Local Chapters and the State/Provincial/District Convention – Delegates & Alternates (and Convention of International Chapter if it applies) on the International online form [Report of Election of Officers of Local Chapters – P.E.O. International (peointernational.org)](https://www.peointernational.org/resource/report-of-election-of-officers-of-local-chapters/). Make certain that she receives CONFIRMATION of her entries. **Note: Only the offices of President, Corresponding Secretary and Treasurer are reported. The chairs of the Membership and Technology Committees should be reported with these officers.**

6. Appoint all committees for coming year as soon as practical. Membership and Technology should be reported with election of officers in early March. Have new corresponding secretary enter the names of the chairs on the International website [Local Chapter Report of Project Chairs – P.E.O. International (peointernational.org)](https://www.peointernational.org/resource/local-chapter-report-of-project-chairs/)

7. Become familiar with the President's Book and all the new changes. Make President's Book available to all officers for study or for a chapter program.

8. Create an agenda for each chapter meeting to facilitate an effective and expeditious meeting. Use the Chapter Meeting Agenda Template found on the International website [Template for Minutes of Local Chapter Meeting – P.E.O. International (peointernational.org)](https://www.peointernational.org/resource/template-for-minutes-of-local-chapter-meeting/), as a good starting place.

9. Review the chapter meeting program plan for the year with the Vice President and/or yearbook editor. Plan for yearbook production.

10. Make sure delegates and other interest chapter members complete and submit online registration forms for state convention. Forms are located on the Georgia website. The usual deadline for registration for convention is on or around March 25th. Encourage all members, in addition to delegates, to attend convention.

**April**

1. Install any officer not present at time of installation in March. If not installed by May 1, the office shall be declared vacant and must be filled by presidential appointment with chapter approval. SEE Vacancies, Constitution, Part III, Art. IV, §5.

2. When annual reports of treasurer and corresponding secretary are returned and released, have them read to the chapter and noted in the meeting minutes to complete the annual report process. File as instructed and keep for six (6) years.

3. Continue becoming familiar with the President's Book, Ceremony of Initiation, and chapter meeting procedures.

4. Remind Yearbook Committee of required programs and reports and or/items of business as specified in the Georgia State Bylaws. This entire checklist can be found on the GA State website (peogeorgia.org) under Resources > Documents & Links.

5. Advise Yearbook Committee to include dates/locations of the Local Chapter Workshops in yearbook.

**May**

1. **Attend Georgia State Convention** as a delegate or a guest, if possible.

2. Arrange for report of convention of state chapter to be given at the next regular chapter meeting following convention. Report is presented under new business. If given after the close of the meeting, make announcement to be recorded in the minutes.

3. **Celebrate** your chapter’s accomplishments and recognitions from state convention and your project recipients, whether local, state, or international.

4. **Distribute** materials from convention to appropriate officers and committee chairs.

5. **Remind officers that state officers change at convention**. Distribute the list of names and addresses of the newly elected state officers, state project chairs and committees to chapter officers. This information is on the Roster which is sent electronically after convention.

6. **Board Buddies/Liaisons change only for chapters of outgoing state president when she exits the board.**. Other Board Buddies/Liaisons remain the same.

7. Chapters who are scheduled for **Official Visits** are listed in the Roster received after Convention. Check and see if your chapter is listed.

8. Direct corresponding secretary or yearbook chair to send an electronic copy of your yearbook to your Board Buddy/Liaison **before July 1.** Have you chapter delegates bring one printed copy to the next convention for the Historian. **Chapters with yearbooks received after July 1 will be charged a late fee.**

9. Receive letter **from new state president with new theme and goals for the year**. Include as part of correspondence for next regular chapter meeting.

**June - July - August**

1. It is recommended that the chapter continue contact with your scholarship **recipients**; invite them to any appropriate social occasions scheduled.

2. Summer is a great time to have social events with your chapter sisters. Picnics, shopping excursions, luncheons, or even a weekend retreat in the mountains or on the beach.

3. If not already notified and scheduled, **watch for reminder notice** of an official chapter visitation from a state officer, if applicable. Remind your officers and hostesses of the date. Do NOT plan a program on the same day as your official visit.

4. Your visiting officer will contact you with specific arrangements instructions and decide with you the time, place, and format of your chapter’s Official Visit.

5. Confirm date, time, and place of official visit with all concerned. Conduct practice of required procedures during chapter meeting. Arrange additional practice needed outside chapter meeting time.

6. Review preparations for officer's visit. Study information packet sent in advance of visit and distribute to other officers for their preparation as directed or as necessary.

7. Remember, if your chapter is not scheduled for an Official Visit, you will have a Board Buddy/Liaison Call. This can be with just your Board Buddy/Liaison and president, or you can have the call with more officers participating. Your Vice President can certainly be involved so she knows what is discussed and how to prepare when it is her turn.

8. Receive updated Bylaws and Standing Rules of Georgia State Chapter. Inform all members that the Georgia State Bylaws and convention proceedings are located on the Georgia website.

**September – October - November - December**

1. Meet with officers to make any adjustments in the fall schedule.

2. Receive letter from state president with review and update of State Chapter business and news and include as correspondence at next regular meeting.

3. Remind officers and committee chairs to visit state and international websites for information pertaining to their areas of responsibility. This should be ongoing throughout the year.

4. Confirm date of report of Convention of International Chapter with assigned reporters, if applicable.

5. Ensure all applications for STAR and GA State Scholarships are completed by the November deadlines.

**January**

1. Appoint Nominating, Auditing and Program committees if indicated in bylaws. Encourage program chair and/or yearbook editor to start planning for the next P.E.O. year.

2. Remind treasurer to send dues notices. Review chapter policies for late dues or those of infirm members, if applicable.

3. Receive winter mailing from International Chapter. Make changes and distribute all forms as instructed.

4. Alert the treasurer and the corresponding secretary to expect annual report email notices and training. Caution these officers that their respective reports **must** be commenced on March 1 and filed by March 10.

**February**

1. Chapters **may initiate** candidates in February. As a courtesy to an initiate, some chapters choose not to initiate in January or February, even though it is acceptable to do so, as her dues for the next year are due so soon after her initiation fee. Explain this to the candidate; she may be more than willing to pay dues *and* her initiation fee.

2**. Invitations to transfer may NOT** be extended or accepted in February.

3. Prepare and present to the chapter your **President's Letter** at a regular meeting in February. This should be read as an item of New Business and should not take the place of a program for that day. Chapter votes to approve letter. Send a **copy electronically** to the state president. File a copy in the chapter president’s permanent file.

4. Alert the Auditing Committee to arrange with the treasurer to **audit the treasurer’s books before the first meeting in March and to prepare a report to be presented at first meeting in March.**

5. Receive and review state convention information and reservation forms and review with chapter. Make sure all chapter members have an opportunity to make reservations for meals and lodging. Make sure delegates elected in March for the upcoming convention receive the delegate reservation forms, instructions, and schedule of events.

6. Instruct your chapter treasurer to send chapter’s check for the delegates’ registration to the address provided on the convention registration form. Delegates will register online (Georgia website)

7. Advise other chapter members who want to attend convention as a guest to fill out a online general reservation form and mail payment for the cost of any room or board requested.

**Ongoing Throughout the Year**

1. Watch for Monthly Newsletters from the State Executive Board which includes updates, programming, and event information. They are to be read at a chapter meeting and can be shared electronically.

2. You will periodically receive correspondence from the International Board, individual officers, or Standing Committee chairs to share with your chapter sisters.

3. Keep looking for candidates for International Projects and GA Scholarships. Be ready to submit nominations when application windows open and remember some can be awarded throughout the year depending upon the candidate’s course of study.

4. Check in with your officers occasionally to see how they are doing, if they have questions and if you can assist them in any way. Your assistance may be help with a particular job or it might be to help them locate information on the State or International websites or from a State Board Buddy/Liaison, State Officer, or State Committee chair.

5. Regularly participate in Board Buddy/Liaison Zoom session with your regional chapters. Get connected with other Georgia chapters and share questions and wisdom for the benefit of your chapter.

6. Do not hesitate to ask for help or guidance from your Board Buddy/Liaison or other Executive Board officers on anything that comes up in your chapter. At a minimum, they will help you find the answer. Most of the time, it will not be the first time they have addressed your question.

7. Connect with the Georgia State Chapter committees for information and resources to help with their area of assignment. They have tools and they know how to use them!

8. Reach out to other chapters in the state whether close to you or not. Arrange in-person or virtual social events, programs, small group gatherings or brainstorm ideas for the benefit of both chapters.

9. This President’s Calendar is intended to be a guide, but it is not exhaustive. Things continue to change around us and leading a local P.E.O. chapter is no exception. Be flexible.

10. Have fun! Enjoy your sisters. Work together for the benefit of your chapter and our sisterhood and develop those deep relationships that last a lifetime.