Advisor Duties

1. The duties of the Advisor are to assist the President when asked.
2. The Advisor gets copies of all nominees for Office from the President and pictures of all Candidates from the State Photographer and is responsible for setting up the voting area with the help of the Parliamentarian (if she is not running for an office) at Convention. The boards for the pictures are the property of the Advisor.
3. The Advisor assists the Parliamentarian with the overall counting of the ballots by the tellers and validates the count of all delegates.
4. For voting at Convention, the Parliamentarian and the President validate the teller counts, provided the Parliamentarian is not on the ballot and in such case the Advisor assumes the duties of the Parliamentarian.
5. Distribute the agendas to all committee chairs and event chairs when reporting to the board.
6. Serves refreshments to the Board members at the Board meeting.
7. She is to advise the President on meeting protocol.
8. Serves as chairman of the Special Advisory Committee.
9. The Advisor is to host and send out invitations to all Past Presidents for the reception to be held at Convention. She should provide the Convention registration chair address for RSVPs (or someone assigned to receive the RSVP’s for convention). The Convention registration chair will provide the Advisor with the number of Past Presidents attending the reception. (The list should be up-dated yearly to add the new Past President to the list and remove anyone who has passed away or anyone that the invitation has been returned in the past two years.)
10. She will be responsible for turning in a ways and means bid for a booth at each State event to help with the funding of the State WOY and Officers reception. She will be responsible for the fee (if applicable) for the table and provide an item(s) to be raffled. Ask other officers to help with the booth during the ways and means event.
11. Present Words of Wisdom at each Board meeting and each general meeting with the sisters.
12. Send cards to members for: sympathy, congratulations and get well.
13. Review “The Torch” and send cards to all Indiana chapters that may be highlighted.
14. Have fun and enjoy your last year on the board.

**PAST PRESIDENTS RECEPTION**:

Determine with the convention committee chair when the reception is to be held.

1. Send out invitations to all Past Presidents
2. RSVP to the Advisor
3. Get RSVP date from Convention Chairperson
4. Ask that any letters sent from a Past President be brought to you to read at Convention
5. Welcome Past Presidents, establish a theme, eat, read letters and enjoy time with Sisters at Convention
6. Have a drawing for small gift (from Advisor)
7. Get the count from the Registration chairman

Revised 09/26/2020mal

Revised: 1/25/2024/dam