**PRESIDENT’S DUTIES**

**SEPTEMBER/OCTOBER**

 A. First Executive Board Meeting

 1. Preceding Brunch on Sunday Morning

 a. Distribute Fall Board Meeting and Officers’/WOY Reception Information

 b. Update Officer Profile sheets

 c. Provide the new Woman of the Year with information regarding the Reception, etc.

 d. Verify with each officer that they have a thumb drive, FHA Book, Office/Committee Chairman Duties book (Blue Book) within the officer’s case

 B. Review information in President’s notebook and thumb drive (located in President’s case).

 C. Plan to attend ICADV Auction/Event if at all possible.

**OCTOBER/NOVEMBER**

1. Plan State Officers and Woman of the Year Reception – schedule prior to Thanksgiving. You will need 4x6 photos of all Officers and Woman of the Year (the frames are with the President’s holdings).
2. Plan Fall Executive Board Meeting – schedule Saturday before Reception
3. Appoint all Committee Chairs and members. Provide all Chairs with the list of their members and ask that they contact them to welcome them to the committee. Ask the Committee Chairs to review their committee outlines and make changes/corrections if necessary.
4. Obtain as many event dates as possible prior to Fall Board Meeting
5. Prepare Budget
6. Design stationery. Give two copies to each Board member and email one to each officer
7. Write first President’s letter to be posted on the Website

**DECEMBER**

 Fall Executive Board minutes should be typed and approved by the President. Copies are to be distributed to the Executive Board at State Council Day Board meeting.

**JANUARY/FEBRUARY**

1. Using samples from previous years on the thumb drive to guide you, prepare State Council Day (SCD) agendas for board and business meetings.

1. Notify all Executive Board members, Committee Chairs, and event Chairs of the SCD Executive Board meeting date, time and location. Determine if the committees will report in person, email a report, or not report. Schedule all committees at 15 minute intervals; however, the Event Chair should be scheduled 20-30 minutes, as the registration packets must be counted by the Vice President and Treasurer. After completion, email all Committee Chairs/Co-Chairs and Event Chairs their scheduled reporting time.
2. Advise Event Chairs, who may not have given final reports, that they are to do so at SCD.
3. Check with the SCD Chair regarding the seating arrangement for the Head Table as soon as possible.
4. Include information regarding dates and locations of upcoming Founder’s Days with the agenda.
5. Monitor Website for any areas that need to be addressed by the Website Chair.
6. Updates to Constitution, By-Laws, Calendars and State Events Registration.
7. Photos from state events posted in a timely manner.
8. Photos from previous state event replaced with photos from that current state event.
9. Past History has been posted.

**MARCH**

1. Check with SCD Chair regarding seating arrangements for Head Table and registration totals.
2. Executive Board Meeting
* Provide officers with a copy of the agenda
* Provide Advisor with copies of the business meeting agenda for each committee Chair
1. SCD Business Meeting (using samples on thumb drive to guide you)
* Provide Officers with agenda
* Provide SCD Chair with the agenda
1. Write second President’s letter after SCD to be posted to Website.

**APRIL**

 Advise Executive Board of all Founder’s Days and attend as many as possible.

**MAY**

1. All officer nomination letters must be postmarked after State Council Day by May 1. If received past the deadline, letters are returned to the writer with an explanation as to why they were not accepted.
2. Prepare State Day Board Meeting and Business Meeting agendas and list times the Committee Chairs are to report. They should be notified 3-4 weeks prior to date.

1. Check message board for information on members and post positive statements.

**JUNE**

1. Notify all Executive Board members, Committee Chairs and Event Chairs of the State Day Executive Board Meeting date, time and location. Determine if the committees will report in person, email a report, or not report. Schedule all committees at 15 minute intervals; however, the Event Chair should be scheduled 20-30 minutes, as the registration packets must be counted by the Vice President and Treasurer. After completion, email all Committee Chairs/Co-Chairs and Event Chairs their scheduled reporting time.
2. Check with the SD Chair regarding the seating arrangement for the Head Table.
3. Executive Board Meeting – Friday night prior to State Day. If there is no State Fun Day event to be held, the Executive Board meeting could be held Saturday.

1. Provide officers with a copy of the agenda (using samples on thumb drive to guide you)

2. Provide Advisor with copies of the Business meeting agenda for each Committee Chair

1. State Day Business Meeting (using samples on thumb drive to guide you)
2. Provide Officers with agenda
3. Provide State Day Chair with the agenda
4. Attend Fun Day – Saturday prior to State Day
5. Write second President’s letter after State Day to be posted on the Website

**JULY/AUGUST**

1. Attend ICADV Reception
2. Plan for Summer Board Meeting – Date, Time, and Location is at the President’s discretion. Advise the Board at State Day the date, time, and location of the Summer Board Meeting
3. Executive Board Meeting – Saturday – Prepare Agenda
4. Check with Parliamentarian regarding Ballots that need to be approved at this meeting

**SEPTEMBER/ OCTOBER**

1. Prepare for Convention
2. Notify all Executive Board members, Committee Chairs and Event Chairs of the Convention Executive Board meeting date, time and location. Determine if the committees will report in person, email a report, or not report. Schedule all committees at 15 minute intervals; however, the Event Chair should be scheduled 20-30 minutes, as the registration packets must be counted by the Vice President and Treasurer. After completion, email all Committee Chairs/Co-Chairs and Event Chairs their scheduled reporting time.
3. Check with the Convention Chair regarding seating arrangement for the Head Table for Saturday Luncheon, Saturday evening, and Sunday Morning.

D. Executive Board Meeting – Friday prior to Opening of Convention

* Prepare agenda – using samples on thumb drive to guide you

E. Saturday Luncheon Meeting

* Prepare agenda – using samples on thumb drive to guide you
1. Check with the Convention Chair regarding the Agenda for Saturday Evening. .
2. Contact Incoming President for the kind of Installation she wants.
3. Review with the Convention Chair what is needed for Installation.

G. Sunday Morning Agenda

* Check with Incoming President and Convention Chair regarding the order of Program for Brunch.

 H. Check early in the month with the Convention Chair to see if they need anything or help from

 the Executive Board.

 I. Contact the Parliamentarian regarding ballots needed for By-Law Changes, Event Hostess, and Election of Officers.

J. Contact Convention Registration Chair for a list of Delegates. Appoint 6 tellers for all voting.

 K. Plan to work with the Parliamentarian and Advisor during the Election of Officers. See Parliamentarian and Advisor Duties.

 L. At the end of your term, review (with the officers) items in their case (thumb drive, FHA Book, Blue Book, etc), confirm that all items are included.

 Revised 9/26/2020mal

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