

Checklist President-Elect

Month Specific

June:

- ❖ Book hotel, airfare and register for the July Leadership Conference and submit costs to Treasurer.
- ❖ Coordinates transfer of bank account access and debit cards from outgoing to incoming Treasurer and Program Chair

August:

- ❖ Contact public sector human resources professionals within the Chapter's boundaries to grow and maintain membership for the autumn recruitment drive.

January:

- ❖ Send the official nomination form to the membership by January 31st for the Thomas F. Lewinsohn Award (form available on web site).

March:

- ❖ Contact public sector human resources professionals within the Chapter's boundaries to grow and maintain membership for the spring recruitment drive.
- ❖ Order plaque for out-going President; present at Spring Conference.

April:

- ❖ Create new Board member packets and distribute to newly elected Board at spring conference.
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Monthly

- ❖ Create and deliver welcome letter and new member orientation information to new members of the Chapter (Treasurer sends out lists of renewals and new members monthly).
 - ❖ Send correspondence via email to members who have renewed membership.
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On-Going

- ❖ Coordinate student membership activities to include membership recruitment and correspondence.
- ❖ Coordinate updates to board member checklists to provide to Board successors at Spring conference.

