

Checklist President

Month Specific

July:

- ❖ Book hotel, airfare and register for the July Leadership Conference; submit costs to Treasurer.
- ❖ Ensure Audit Committee has completed review of Chapter books; submit Committee's findings – and Treasurer's response, if any – to Board for approval and inclusion in Chapter minutes.

August:

- ❖ Book hotel, airfare and register for the international conference held in September annually

October:

- ❖ Submit annual report of Chapter information to the IPMA-HR national association

February:

- ❖ Appoint three-person Nominating Committee to coordinate the annual elections for the Chapter Board of Director positions

May:

- ❖ Appoints three-member Audit Committee to audit the Treasurer's accounts
 - Committee should include one non-member
- ❖ Book hotel, airfare and register for the Central Region conference held in May/June annually

June:

- ❖ Ensure that information on Leadership Conference is forwarded to incoming President and President-elect.
- ❖ Submit affiliated membership report to National.

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Monthly

- ❖ Initiate contact and recognize new members/guests at monthly events.
- ❖ Lead chapter meetings
- ❖ Lead chapter board meetings for the purpose of transacting Chapter business.

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