

**What Every Chairman Should Know**

1. Please attend all Board and General Meetings. If unable to attend, notify the President and send a representative to give your report. Also, be sure to invite your Sustainer Advisor to all your committee meetings and events.
2. Committee reports to be included in the minutes should be emailed to the Recording Secretary. Keep these reports short and to the point.
3. Chairman’s Committee Notebook and Report –
   1. Revise the notebook as needed as you go along throughout the year.
   2. Prepare a detailed report for the next chairman and pass it along to her at the June Board Meeting. If you cannot attend the June Board Meeting be sure to meet with the previous chairman for any details you may need.
   3. A timeline or calendar is a helpful addition to your report.
   4. At the Treasurer’s request, prepare a budget and submit it to the Finance committee for approval. Be sure to include it and a list of your expenditures in your notebook.
   5. Carefully review all your forms and handouts your committee distributes. Update them to reflect changes in policies and by-laws as well as dates and amounts. Include copies of these handouts and forms in the notebook and store them on a disk, which you will pass on the next chairman. Keep a backup copy of the disk.
   6. Collect any sub-committee reports and include them in the files you pass along to the next chairman.
4. Before you schedule a meeting or event, DISCUSS THE DATE WITH THE PRESIDENT to avoid any calendar conflicts.
5. Please notify the Placement Chair if someone has failed to participate on the committee. As you work with your committee, look for potential officers and committee chairmen for next year. See who shines and will serve our organization well.
6. Please stress to your committee that others are depending on them. Everyone needs to be reliable, show up for meetings and events and promptly return phone calls and emails.
7. Let the President know if you need extra time to present your report at a General Meeting so accommodations can be made in the agenda.
8. Invite the Historian to “picture worthy” events your committee plans. If you take pictures, pass them on to the Historian, being sure to include everyone’s name.
9. Review and revise the Committee Procedure document and send any revisions to the Policies and By-Laws Chairman in the spring. Write your Yearbook report and send it to the Office Chairman.
10. YOU are our LEADERS and CHEERLEADERS. Be upbeat and positive and foster our goals and traditions.

**THANK YOU for your commitment and service to Service League**

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