

**What Every Chair 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. Let the President know if you need extra time to present your report so accommodations can be made in the agenda.
2. Committee reports should be emailed to the Secretary in a timely manner so they can be included in the minutes. Keep these reports short and to the point.
3. Chair’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 chair 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 chair 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 the forms and handouts your committee distributes. Update them to reflect changes in Policies and Bylaws as well as dates and amounts. Include copies of these handouts and forms in the notebook and send them electronically to the next chair.
	6. Collect any sub-committee reports and include them in the files you pass along to the next chair.
4. Before you schedule a meeting or event, DISCUSS THE DATE WITH THE PRESIDENT to avoid any calendar conflicts.
5. Be sure to invite your Sustainer Advisor to all of your committee meetings and events.
6. 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 chairs for next year. See who shines and will serve our organization well.
7. 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.
8. Invite the Historian to “picture worthy” events your committee plans. Since the Historian can’t be at all events, take pictures yourself and pass them on to the Historian and PR. Be sure to include everyone’s name.
9. Review and revise the Committee Procedures document and send any revisions to the Policies and By-Laws Chair in the spring.
10. Write your Yearbook summary report and send it to the Office Chair.
11. YOU are our LEADERS and CHEERLEADERS. Be upbeat and positive; foster our goals and traditions.

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

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