

South Central Section Meeting

“Quick Start” for Officers

Governor

After election:

- Send list of new officers to Headquarters to update their database.
- Appoint Advisors and send names to Headquarters and webmaster.

About 1 month before SCS meeting:

- Draft agenda for Board of Directors and business meeting.
- Share agenda with board and advisors, and ask for input. Determine who will/will not be present at the meeting to give a report. Adjust agenda as needed.
- Send agenda to Linda Horn if you would like her to prepare a PowerPoint for the business meeting.
- Touch base with rep from the International Board of Directors regarding her travel plans. Let her know that her registration and room will be taken care of. Clarify whether she will make her own room reservation. Ask her to send in registration form, without payment, so host Chapter has her information.

One-two weeks before SCS meeting:

- Make copies of agendas (or ask Secretary to take care of this).
- Make copies of attendance slips and sign.
- Invite someone to deliver invocation at business meeting.

At the meeting:

- At the board meeting, assist secretary in recruiting review committee for minutes.
- Keep notes of agenda items for next meeting.
- Begin compiling items for “*Approach Lite*”.
- Remind *Approach* Editor to designate a due date for articles. (Begin thinking about the article you will send in!)

Post-meeting:

- Coordinate “*Approach Lite*”. Send to Elizabeth Frankowski for distribution as soon as possible after the meeting.
- Make notes for next agenda.

Prior to Fall Meeting:

May wish to give a “Governor’s Award” at fall meeting to honor someone for outstanding contributions to SCS. (Often given only at the *second* fall meeting of a Governor’s term.)

Vice-Governor

One – two months before SCS meeting:

- Communicate with host Chapter. Confirm that meeting rooms for board meeting and business meeting have been arranged.
- Remind host chapter that a complimentary room should be provided for the International BOD representative and for the SCS Governor, if at all possible, and that she will not be asked to pay a registration fee.

South Central Section Meeting “Quick Start” for Officers

- Remind the next host Chapter to be prepared to present an invitation to their meeting.
- Confirm dates of next 2-3 meetings with hosts in preparation for report at business meeting

One-two weeks before SCS meeting:

- Update mileage chart on spreadsheet to be ready for travel award. Contact the Chapter who won it last and remind them to bring “Amelia Bearhart.”
- Ask host Chapter for registration list.
- Prepare list of introductions you will make at business meeting: current SCS officers, International BOD rep, past International Presidents, past SCS Governors, other International officers who may be members of SCS or visiting, 1st time SCS attendees, Associate Members.
- From registration list, anticipate the 2-3 chapters most likely to win travel award – can come prepared with one or two certificates already printed for possible winners; then can present to actual winner at the meeting rather than mailing later.

Day before Business Meeting:

- Finalize introduction list based on latest registration information.

During the meeting:

- Collect attendance numbers from Secretary and calculate mileage award. (Usually announced Saturday night.)
- At beginning of meeting, remind members to submit any announcements in writing to be read at end of meeting.
- Present upcoming meeting dates.
- Be prepared to thank host Chapter.
- Take notes for *Approach Lite*.

Post meeting:

- Remind host Chapter to send host-to-host funds to next host Chapter.
- Consult with next host Chapter regarding plans for next meeting.
- Type notes for *Approach Lite* and forward to Governor for editing and additions.
- Confirm future Section meetings two years in advance.

Secretary

One-two weeks before the meeting:

- Make copies of BOD minutes for board meeting – about 15 copies.
- Make copies of business meeting minutes for business meeting – 40-50 (double check registration numbers).
- Check with Governor on whether she would like you to copy agendas.
- Make a few copies of motion slips, in case needed at meeting.
- Prepare sign-in sheets for both Board meeting and business meeting.
- If planning to use tape recorder at meeting, check that the recorder is ready to go.
- Have steno pad and several pens or pencils for taking notes

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Day before business meeting:

- Obtain final registration information from host chapter:
 - Review roll call of chapters.
 - Calculate number needed for quorum at business meeting – quorum equals 60% of those registered present at business meeting.
- At the Board meeting, ask three SCS members to serve on minutes review committee.

At the meeting:

- Before the meeting, place copies of minutes on tables. Assist with distribution of other items.
- Before the meeting is opened, conduct a quick head-count of number present to confirm a quorum is present.
- During Chapter Roll Call, record number from each Chapter present. Provide Vice-Governor with this information so she can calculate Travel Award.

Post-meeting:

- Write first draft of minutes of both meetings as soon as possible while memory is fresh. Share with Governor and members of review committee and ask for corrections and revisions.
- Attach copy of financial report to Minutes and file in 3-ring binder.
- Prepare second draft and send to Linda Horn for posting on SCS website.

Treasurer

After election:

- Open an account in a local bank and order printed checks. Ask former Treasurer about needed documentation.

Month before meeting:

- Prepare financial reports. Send copy to Governor before meeting for review.
- Prepare budget to present for approval at Spring section meeting.

One-two weeks before meeting:

- Make copies of financial reports for Board meeting and business meeting.

Post-meeting:

- Make any payments approved at the meeting.