

So, you are the chapter president ...

NOW WHAT ????

Here are some resources to get you started. Please know that you are not alone in this transition – State Leadership and District Directors are here to help.

It is not the chapter president's responsibility to do all these, so be sure to utilize all of your chapter members to complete these tasks.

You will be **GREAT!!!**

- ◆ **Complete Form 110** found at <https://dkggso.weebly.com/forms.html> under "Reports"
- ◆ **Check-on** Form 15 – Chapter Treasurers Report due July 15, resources found at <https://dkggso.weebly.com/chapter-treasurers.html>
- ◆ **Get** banking signatures changed if necessary
- ◆ **Assign/Fill** chapter committees with chair and members
- ◆ **Hold** Chapter Executive Committee meeting
- ◆ **Set** meeting Dates for chapter meetings
- ◆ **Reserve** meeting locations for chapter meetings
- ◆ **Determine** meeting programs/projects with help from chapter members
- ◆ **Update** chapter website/yearbook
- ◆ **Get** members to provide inspirations, decorations, door prizes
- ◆ **Produce** first newsletter of the biennium
- ◆ **Write** President's Message
- ◆ **Develop** chapter budget with finance committee/treasurer
- ◆ **Update** chapter action plan

THE FIRST 5 THINGS TO DO AS { PRESIDENT }

- Schedule a meeting with the outgoing chapter president to get any resources you will need.
- Check to be sure Form 110 has been sent to the State President and Society Headquarters.
- Schedule "summer planning meeting" to plan dates, programs, and speakers for chapter meetings.
- Make sure your chapter has Form 15 completed by July 15.
- Make any changes to banking accounts, if necessary.



FOR MORE INFO:

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