

CERTIFICATES

The Chair prepares the certificates as requested by the President. The certificates are presented to the members of the Executive Board at the annual State Meeting.

Prior to the State Meeting: Communicate with the President and review the Executive Board Directory prior to the preparation of the certificates.

- Activity Report: Email to the Webmaster by the submission due date.

At the State Meeting: Provide the certificates to the President at the Friday Executive Board Meeting.

- Bring extra certificates and supplies.
- The Newsletter and Club Scrapbook Page Contests Chairs may request you to assist them with the certificates for their respective First, Second and Third Place contest winners.
- These certificates are presented during the Saturday General Meeting.
- Present your activity report to the Executive Board.

Newsletter Articles: are not required.

Files: past records and the badge are turned over to the Procedure Manual Chair at the end of your term.