

# ADVISOR

The Advisor provides guidance and counsel to the President and other Officers, the Chairpersons and the Member Clubs. This Officer is appointed by the President, with the approval of the Executive Board, at the Sunday Executive Board Meeting. It is customary to ask the immediate Past President to serve in this position.

**Communication:** Provide a prompt response to those who consult you, being mindful that your primary responsibility is to the State Organization as a whole.

**Nominating Committee:** Assist the Nominating Chair during an election year and at the State Meeting. Work with the Nominating Committee to make sure that mailings to the Member Clubs are consistent in content and done with the knowledge and approval of the President.

**Gift for Outgoing President:** The Advisor purchases the gift for the outgoing President.

- This gift should be purchased no later than one month prior to the State Meeting to ensure a timely delivery.
- The gift consists of a plaque with an 8" lady's gavel attached and engraved with the name or initials of the organization, the logo, the president's name and years of her term. If cost effective, a sentiment may be added.
- The supplier is Recognition Experts in Rochester, NY. To order contact: [peterw@recognitionexperts.com](mailto:peterw@recognitionexperts.com)
- Invoice is paid using the voucher system. Indicate on the voucher form that payment should be mailed directly to Recognition Experts.
- Present the gift during the Saturday General Membership Meeting.

**Activity Reports:** prepare your activity report. Email to the Webmaster by the submission due date.

**Expenses:** Submit a voucher with receipts to the President.

**State Meeting Evaluation Forms:** Obtain the Evaluation Forms from the State Meeting Chair within six (6) weeks after their State Meeting. Review the evaluations and present a report at the Midterm Executive Board Meeting.

**Newsletter Articles:** Submit articles to the Editor for the Presidential Papers.

**Files:** copies of correspondence, reports, expense vouchers, the updated Procedure Manual and badge are transferred to the new Advisor at the end of the term.