

# 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 the 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.

**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.

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

- Pricing for this gift should be confirmed with Recognition Experts *prior* to the Midterm Board Meeting of the President's end of term.
- If pricing has increased above the budgeted amount, the Advisor should seek approval at the Midterm Board Meeting.
- The 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 or bar with an 8" lady's gavel attached, engraved with the name or initials or the logo of the organization, the president's name and years of her term.
- If the President prefers an alternate gift such as a clock, desk pen set or a silver photo frame (all items engraved as above), the Advisor should work on her request and contact Recognition Experts for pricing. The alternate gift should be within the budgeted amount.
- 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:** present an activity report. Email to the Webmaster by the submission due date.

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

**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 or to the Manual Chair, at the end of the term.

**Suggestions for the PRESIDENT'S GIFT:**



The cost of the gavel and base includes engraving + shipping from the supplier to Recognition Experts.



Silver Photo Frame + engraving  
Things Remembered



Modern Glass Home/Office Clock  
+ personalization  
Things Remembered



Desk Pen set + engraving  
Things Remembered