

#### Presiding Officer Duties:

1. Make sure we start on time.
2. Recognize guests.
3. Announce and promote area, division, district activities (contests, training, conferences).
4. Encourage members to pursue educational and leadership goals.
5. Share info on club's progress (DCP).
6. Ask for reports from committees and officers where necessary.
7. Induct new members, induct officers.
8. Recognize member achievements (icebreaker, ed. Awards, contest winners, etc).
9. Thank members for their specific efforts.
10. Announce executive committee meetings.
11. During the meeting - note each person present and whether or not they had a chance to participate. If not, call on them at the end of the meeting.
12. Award best table topic ribbon.
13. Ask guests for feedback.
14. Ask for any new business. Conduct business if there is a quorum.
15. Review roles for next meeting.
16. Adjourn on time.

#### During the year:

1. Hold speech contests – spring and fall – VP Ed.
2. Plan for holiday party - SAA.
3. Appoint nominating committee (chair is immediate past president) and hold officer elections 2 months before end of term.
4. Promote dues collection – Treasurer.
5. See that rent is paid on time – Treasurer.