

CARE CONNECTION

Revised - July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council meeting, it should be prepared in advance. Make two copies of the report – one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Follow list of responsibilities and procedures established by the IC Care Connection office. Encourage chapters to participate in any of the projects such as: Hope for Heroes, Warm Welcome, Hats for Hope, etc. Also encourage chapters and members to support the Personal Support usually handled by the Chaplain and Disaster Relief through the Disaster Fund and the Relocation Services that offers assistance to members relocating to another area.*
4. *Write two short articles for publication in the Petticoat Journal. The first article should be in the Oct/Nov issue informing members what Care Connection is about and your choice of projects. The second article can be in either Feb/Mar or the Apr/May issue informing the members of how successful the project was, etc. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
5. *Work with the Co-Chairman, if there is one, and keep her informed of all correspondence, events, etc. concerning Care Connection.*
6. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
7. *Prepare list of hours (if any) and money donated to Care Connection. Include city; chapter name and number and amounts for each chapter. Mail list to the State President, Philanthropic and Outstanding Chapter Chairmen immediately after April 1st. Place a copy of list in your file.*
8. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
9. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES AND PROCEDURES section.*