

OUTSTANDING CHAPTER CHAIRMAN

Revised – July 2012

- 1. Write a short article for publication in the October/November and February/March issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
- 2. Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
- 3. Shall secure all information from other award chairpersons regarding chapter participation. Obtain attendance information needed from officers and chairpersons.*
- 4. At the March Board Meeting, remind all officers and chairmen (listed in rules) of information they must send to you. Stress the importance of sending this information as soon as possible after April 1 and before April 10.*
- 5. Before April 1, prepare adequate number of judging forms for all eligible contest entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. It will probably be April 10 before you have information from all officers and chairmen. Post this information on judging sheets before the day of judging. Judges will verify postings and totals. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function at State Convention.*
- 6. Present awards at State Convention. The awards presentation must be brief. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
- 7. Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the State Convention.*
- 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.*