

CONTEST CHAIRMAN

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. *Write a short article for the August/September issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Inform members that all contest rules, forms, etc. are available on the Oklahoma State Council website.*
4. *Talk with the State President no later than the first week in May and ask her to include in her June State Council meeting notice the date, time and place of your Contest Meeting. This will be held prior to the June State Council Meeting. The President will need to ask each Contest Chairman to bring copies of their judging sheets and any proposed changes.*
5. *It will be your responsibility to provide computer file copies of current judging rules, composite sheets, winners' sheets, entry forms, report forms, etc. to the State Council webmaster within 10 days following the June State Council meeting.*
6. *Ask the State President to schedule a meeting for you and include it in her November State Council Meeting notice.*
7. *At the November meeting, you are to distribute the official judging sheets, composite sheets and winners' sheets to each chairman. All chairmen with information that must be sent to the Outstanding Chapter Chairman need to be reminded at the November meeting and a deadline given.*
8. *Ask State President to schedule a meeting for you and include it in her March State Council Meeting notice.*
9. *At the March Meeting, hand out copies of General Information and Guidelines for Subjective Entries to each chairman to save time.*
10. *Send all chairmen who are unable to attend the November and/or March meetings a complete set of notes. If you do not receive a list of judges and date and time of judging by March 30, send a reminder to those Chairmen.*
11. *Your primary job is to stay on top of all contests ensuring everyone knows their job and that it is done. You have a "behind the scenes" job, but it is a very important one.*

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12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
14. *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.*