

SCRAPBOOK CHAIRMAN

Revised – July 2012

1. *Write several short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Request chapters to mail pictures, name tags, invitations, newspaper articles, etc., to you for the State Scrapbook.*
2. *Encourage all chapters to submit sufficient material from their chapter to fill at least one page in the State Scrapbook by March 1. Encourage them to bring their chapter's scrapbook to State Convention for display.*
3. *Immediately after April 1, send a list (city, chapter name and number) of all chapters who have submitted material for the State Scrapbook. Send a list to the Outstanding Chapter Chairman. She needs this information by April 15.*
4. *Prepare a State Scrapbook to be presented to the State President at Convention.*
 - a. *Scrapbook should be presented to the State President at the Friday Board Food Function. Following the function, place the scrapbook in the Display Room for viewing.*
 - b. *Prior to the Second General Assembly, get the scrapbook for formal presentation to the President at this assembly.*
5. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
6. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
7. *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 s*