

SOONER SENIORETTE PRESIDENT
Revised – July 2012

1. *Keep necessary files and records.*
2. *Serve as a voting member on the State Board.*
3. *Offer assistance and encouragement to Chapters and State Officers.*
4. *Give Directory Chairman an up-dated list of Sooner Senioresses contact information.*
5. *Conduct installation ceremony/skit for the retiring State President during Second General Assembly at State Convention.*
6. *By November 1, check with the State President to see which Sooner Senioresses will serve as advisors for judging of state contests. Contest advisor responsibilities include:*
 - a. *Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
 - b. *Attend the March contest meeting.*
 - c. *If you have not been informed of a contest judging date by March 15, immediately contact that Contest Chairman.*
 - d. *Check judging form and ascertain that it coincides with the rules.*
 - e. *Check for consistency in points scored among judges. Verify totals on each judging sheet. Encourage judges to break ties.*
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. *At the Second General Assembly at Convention, give a report listing the Sooner Senioresse officers for the coming year.*
9. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
10. *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.*