

Alpha Psi Presidential Duties

April of your installation

- Bring two papers – one for people to sign up on who are going to Regional/International and one for suggested presenters for Fall Workshop*
- Become “presidential.” You just have to step back, take a breath and say, “I can do this and jump in with both feet!” There are so many ladies who are willing to step forth and help. You are not alone!
- Decide if you want the next Spring Convention at Bangor Garden Inn and book it. Or you can check with the hostess of the next Spring Convention to see what is available in their area.

May

- Begin thinking about what you want to take for small gifts to your president’s training in July to give to other NE presidents.
- Make a business card to hand out
- Begin thinking about a keynote for Fall Workshop, as well as presenters

June

- Send out presenter forms for Fall Workshop.* (I am always on the look-out for presenters wherever I go, whatever chapter I visit. I also ask people to write articles for the Mainspring.)
- Contact someone or group to be your keynote speaker for the luncheon.
- Set a date and place for the Administrative Board meeting. Viles Center is a good location. Patsy West: pawest@aol.com.
- Notify your Administrative Board about the meeting and tentative agenda.

July

- Before NE regional send an email to ladies going to the Convention with names, cell numbers, email addresses, and dates of arrival and any other information you have received from International.
- Contact Eileen Bartlett at Creative Catering (ccfoods@fairpoint.net) for a menu and prices. Begin putting together information for Fall Workshop.
- Call the Fireside in Belfast to book a block of rooms. The past two years have been \$125.
- Find out the name, address (snail and email) of the Registrar from the hosting chapter.

August

- It takes time to put together all the pieces of the Registration. Last year’s forms are attached, along with workshop descriptions. *

- Write your President's Message for the Mainspring and any other messages you feel are important. * My last two are here, but I did mine completely differently from the way Mary did!
- A new Mainspring editor is needed.
- Administrative Board meeting: usually a pot luck. I brought cups, napkins, plates, silverware, water, coffee, tea, cream, and sugar, plus a contribution to the meal.
- Plan and print your agenda. *

September

- Send Kim Wilson-Raymond the upcoming Fall Workshop program to begin planning room assignments.
- Contact President of the chapter hosting Fall Workshop with basic duties as found in the Standing Rules.
- I also made sure the registrar knew what I wanted her to do: contact ladies who didn't register for sessions. If the person has registered for a session that is full, contact the person to make a change in workshop session. On the name tags, write the person's name and the number of the sessions they will be attending. Compile lists for presenters to have of who has registered for their sessions.