

Society Presidents

Conference Preparations

Conference is quickly approaching and, as a Local Society President, you need to prepare. Make plans to attend State Conference. Make your hotel reservations and send in the Conference Registration Form.

1. Prepare a Written Report which details all your activities for the past year. (Mention only those activities associated with your society.) This report must be signed by you and your Senior.
2. From your Written Report, prepare an Oral Report (1 1/2 minutes MAX!!!) which you will read at conference.
3. When called to give your Oral Report, give the State Recording Secretary 4 copies of your Written Report.

Reports

Writing your Report

- Full written report should include FULL DETAILS of all the accomplishments of your society. Your full report may be too long to deliver in the time limit however all of your activities should be in the official records.
- It is easy to use chronology to organize your report. Start with the previous State Conference and continue month by month through the year.
- **Only include** items in your report that directly pertain to your society.
- **Don't include** things you didn't do or excuses for not attending your events or fulfilling program requirements.
- **Make sure you have 4 copies of your complete written report (signed with your name and office along with your Senior's name and office – DO NOT USE RESPECTFULLY SUBMITTED).**

Delivering your Oral Report (must be 1 ½ minutes or less!)

- Oral report should include only the HIGHLIGHTS of your society's accomplishments. Remember you have a 1 ½ minute time limit for your oral report.
- Give your oral report, adjust microphone to your height. Speak directly into the microphone.
- Address the Chair (Ex: Madame State President)
- Look at the audience before you begin to speak
- Read slowly and clearly. Look at the audience periodically
- Read with Enthusiasm
- Use your finger as a guide while reading to keep your place when you look up
- Practice, Practice, Practice (Before conference, read your report to another person and time it to ensure you deliver your report with the allotted time.)
- If you do go over your time limit and the time keeper gives you a signal to stop, finish that sentence and immediately conclude your report.
- Remember to have fun and smile!!