

Senior Society Presidents

Conference Preparations

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

You must communicate and coordinate with your Society President to ensure they complete their tasks:

Requirements for your Society President

1. Prepare a Written Report which details all their activities for the past year. (Mention only those activities associated with their office) This report must be signed by the President and Senior President.
2. From the Written Report, prepare an Oral Report (1 1/2 minutes MAX!!!) which will be read at conference.
3. When called to give their Oral Report the member must: give the State Recording Secretary: 4 copies of their Written Report.
4. See the Conference Preparation instructions for Society Presidents for more information.

You must complete the following tasks:

Requirements for Senior Society President

There will be a meeting of the Senior State Board (Senior State Officers, Senior State Chairmen, Senior Society Presidents & Honorary Senior State Presidents) on Friday afternoon before the start of conference. For this meeting you must:

1. Prepare a Written Report which details all your activities for the past year (Mention only those activities associated with your office) and sign the report. (If you can't attend the meeting, please mail or e-mail your report to the Senior State President.)
2. When called upon, present 2 copies of your report to the Senior State Recording Secretary. At your discretion, you may simply have the report filed or you may also give a brief oral report highlighting activities or events of particular note.

Senior Reports

Writing your Report

- Full written report should include FULL DETAILS of all the accomplishments of your Society. All of your activities should be in the official records.
- It is easy to use chronology to organize your report. Start with the State Conference and continue month by month through the year. (EX: in March this officer attended the ___ the State Conference in _____, PA. In April she attended the DAR Conservation luncheon and tree planting and brought greetings from C.A.R.)
- **Only include** items in your report that directly pertain to your Society.
- **Don't Include** things you didn't do (EX: was not able to have a program on the Conservation program) or excuses for not attending events or fulfilling program requirements (EX: was not able to plant any trees this year because I broke my hand).