



## President's Transition –

- “In-coming President’s” report for the Annual Report
- Identify “3 things” to achieve during term as President
- Review duties re: annual meeting and President’s Dinner
- Ensure photos are taken (for media/boardroom)
- Order business cards for President (Chamber on one side-their business on other)
- Review Admin Policy Manual
- Arrange weekly meeting time/location
- Discuss handling of media
- Determine committee chairs
- Discuss President’s Award
- Discuss policy/operations (governance)
  - Review job descriptions
  - Review bylaws
- Discuss attendance at committee meetings
- Discuss President’s approach to writing articles/letters
- Discuss degree of detail re: preparation notes for events
- Discuss communication with staff
- Determine location of President’s reception
- Determine location of Board Reception/Networking function (BBQ?)
- President’s Schedule (webpage...is it needed?)
- Discuss conferences (spouse policy)
- Meet with elected officials