

## OFFICIAL VISIT CHECKLIST RECORDING SECRETARY

### INSTRUCTIONS:

In preparation for your official visit, please be advised that many of the current manuals and supplies for your office are located on the International and Wisconsin websites. **IW** - Indicates items available on the P.E.O. International website: [www.peointernational.org](http://www.peointernational.org) **WW** Indicates items available on the WI website: [www.peowisconsin.org](http://www.peowisconsin.org).

If you cannot access the websites, please ask your chapter technology contact to assist you. Go to the websites to verify that you have the current version of all manuals and supplies for your office which are listed below. Check the items listed below and discard ALL outdated materials and update your supplies, if necessary. If you have any questions, please ask your visiting officer. She will be glad to help.

### Helpful Hints:

- On the **WW**, there is a “Local Chapter Officers” menu. Under this menu is a link to Wisconsin-specific documents for each officer role.
- On the **IW**, after arriving on the P.E.O. HUB, go to the upper right quadrant “My Chapter”, and tab Resources. If your document is not listed here, type a “key word” into “Search Library”, then ENTER. This is located in the upper left section of the P.E.O. Hub.
- Ask your chapter treasurer to order any missing supplies that are not available on the **WW** or **IW**. Access and print forms, etc. from the websites as needed.
- Remember! You are not required to print every document found on the **IW** and **WW** sites. If you know where to find the documents, you do not have to have a print copy.

### International Website (**IW**)

All three documents can be found, after arriving on the P.E.O. HUB, go to the upper right quadrant “My Chapter”, and click on the tab “Resources”.

- List of supplies for Officers of Local Chapters
- CONSTITUTION (current) – I am aware that the president has a copy for officers to share and that I can access or download a copy.
- Instructions to Officers of Local Chapters (IOLC) recording secretary’s section and Policies Pertaining to Local Chapters

### Wisconsin Website (**WW**)

- Resources/Bylaws/Wisconsin State Bylaws and Standing Rules
- Local Chapter Officers /Recording Secretary Resources/Recording Secretary COTS Training
- Local Chapter Officers /Recording Secretary Resources/Official Visit Checklist Recording Secretary
- Local Chapter Officers/Recording Secretary Resources/Recording Secretary Timeline
- Local Chapter Officers/Recording Secretary Resources/Recording Secretary Transition Training Checklist

**Please check prior to your official visit**

*(You don't need to bring these to the meeting unless you have questions concerning their use.)*

- My chapter president met with me to prepare for the state officer's visit.
- I have read/viewed/can access the following on the International website (**IW**):
  - Instructions to Officers of Local Chapters (IOLC) Recording Secretary's section.
  - Policies Pertaining to Local Chapters found in the IOLC.
  - The Retention Record for my office (IOLC) and I have discarded outdated material and forms.
  - Local Chapter Supply Order form for my office and updated supplies.
  - The Recording Secretary training Power Point "Words that Count" video and any printed handouts (Found in Resources/Library)
- I participated in an officer training session with my predecessor.
- I made use of the Officer Transition Training Checklist. (**WW**)

**FOR THE MEETING**

- Please bring Recording Secretary's Record Book to officers' meeting.
- Do not make up fictitious minutes to cover the business to be exemplified. If you have a proxy initiate, your minutes to be read at the next meeting should state: "The Ceremony of Initiation was exemplified for \_\_\_\_\_ (name of the visiting officer)."

**TO BE IN SUPPLIES:**

- Recording Secretary's Record Book
- Template for Minutes of Local Chapter Meeting (**IW**)
- Current copy of chapter Bylaws and Standing Rules.
- Minutes of chapter meetings. **Minutes must be kept for the life of the chapter.** Minutes of chapter must be kept in their original form for a minimum of 10 years. This format includes electronic minutes with an electronic signature. Upon vote of chapter, minutes older than 10 years may be preserved in any manor in accordance with Archival Policy. **It is always the responsibility of the recording secretary to retain ALL formats.**
- Pencils for voting
- Enough official ballots for 4 votes (recommended)
- Envelopes for holding ballots to be destroyed (any size)

**SUPPLIES I CAN ACCESS:**

I can access the following forms on the **IW**:

- \_\_\_ Instructions to Recording Secretary – Instructions for Minutes (Search Library)
- \_\_\_ Template of for Minutes of Local Chapter Meeting (My Chapter/Resources or Search Library)

**THANK YOU! We appreciate your work on behalf of your chapter!**

I need extra information or help with the following:

This is your reference to keep and use throughout the year.