

State Historian/Sergeant-at-Arms- duties for state convention

***** six weeks prior to the convention will receive accurate membership count from the membership v.p(middle March)for delegate purposes-work with (balloting chair to determine this**

*** Ask-email past State Presidents to bring their books for the Archive table.**

1. Prepare electronic officer's report. Submit it to the state secretary according to her directions and due date. Include specific recommendations.

2. Take pictures of the various activities taking place during the convention weekend. Appoint some "assistant photographers" to cover events where you are unable to take the photographs yourself.

3. Attend the executive board meeting on Friday.

4. Attend the expanded executive board meeting on Friday.

5. Organize all materials related to your position in digital files Turn in all binders, manuals, and any materials (including flash drives) that accompany your

position to the state secretary at the post-convention expanded executive board meeting.

6. Arrange with state convention chairman for the display of any chapter's archives; prepare a sign in/sign out sheet. Work with the convention chairman to appoint a "guardian" of the archives.

7. Prepare an announcement to be given at the Saturday business session regarding pick up of chapter archives immediately following the Saturday business session.

8. Include a Certificate of Appreciation in each chapter's archives brought to display at the convention. Your appointed "guardian" can do this for you.

9. Prepare the archives for the biennium after the conclusion of the state convention. Present the Historian's Book from previous biennium to the outgoing immediate past president at the banquet at the state convention. (Book may be unofficially presented earlier upon its completion.)

10. Attend the Friday evening Meet and Greet.

11. Attend the Friday evening State Board Dinner.

12. Attend the Leadership Breakfast Saturday.

13. Assign escorts (from volunteer sergeants-at-arms) for past state presidents during the Parade of Presidents.

14. Lead the assembly in the pledge; a color guard may present the flag.

15. Coordinate volunteer sergeant-at-arms. If insufficient convention attendees volunteer to serve on their registration forms, thirty days prior to the convention send an email request to the councils in the four districts

to submit the names of 2-3 volunteers from each council to assist with doors at the various events, balloting, and elsewhere as needed.

16. Provide pressed (if necessary) sashes to volunteer sergeants-at-arms.

17. Give a small “thank you” gift to volunteer sergeants-at-arms when they turn in their sashes at the conclusion of Saturday’s business session. (Small chocolate bars with a note taped on are well received.)

18. Attend the President’s Reception Saturday and the banquet following the reception.

Arrange a photo of all California sisters at the close of the reception

19. Assist the incoming state president to display her new banner at the Saturday evening banquet.

20. Attend the post-convention expanded board meeting on Sunday morning immediately following the Omega Service.

21. Other as directed by the president.