

GENERAL INSTRUCTIONS FOR OFFICERS AND COMMITTEE CHAIRMEN

1. Copies of all correspondence on local level should be sent to the local president; on state level to state president, and on national level to national officers as designated in specific committee instructions.
2. Contact your committee members for their suggestions and formation of plans as soon after your appointment as possible. A meeting is preferable if geographic locations make this feasible.
3. If unable to fulfill your assignment a resignation should be presented to the president immediately so that someone may be selected to fill the vacancy and carry on the work of the committee without unnecessary delay.
4. Ascertain the amount budgeted for your committee or office and stay within the amount allowed; if no provision has been made, give an estimate of your needs to the Budget and Finance Committee.
5. All official correspondence should be prepared on official letterheads of the Association, either local, state or national. If your name is not listed on the letterhead be sure it is typed with your address in full on all correspondence.
6. Any expenses incurred by your committee should be presented to the association by written invoice prior to its annual meeting to permit the treasurer to make a complete report of her year.
7. If printing or copying work is necessary in your work and your chapter does not facilities for this work, contact local schools, churches, credit or collection agencies or your county medical society. These organizations frequently do work at a reduced fee or at no charge to you.
8. At the end of your term of office a written report of activities is made to your society. A note of thanks should be written to each member of your committee or subordinate officer.
9. All files of your committee, and officer correspondence, are the property of your society, and are turned over to your successor upon expiration of your term.
10. Prompt attention to all assignments, and especially prompt replies to all correspondence, will be greatly appreciated and will actually make your work easier. You will avoid the feeling of being pushed for time and will have an opportunity to think things through more thoroughly.