

## **MN LDEI President Policies and Procedures**

- Conducts bi-monthly board meetings starting in October  
Use Doodle Poll (set up your own account) to poll board member availability one month in advance.
- Request an email vote from the board once the most recent board minutes are available. When approved, send to Deb (exec. assist.) to post on the private Member's Only Page. *(This is new for this coming year.)*
- Contribute to the chapter's monthly newsletter with a President's Letter, Board Meeting Highlights, updates and other pertinent information.
- Work closely with Deb to get chapter announcements and information out to the entire membership.
- Announce any news and information at monthly programs and events.
- Communicate with committees and committee chairs throughout the year
- Organize and work with the Board to promote the Member Conference Grant Award. This year it was publicized in June and applications were due in July.  
Perhaps wait until Conference Brochure has been sent out to give members a better chance of understanding what the conference is about?
- Communicate with Treasurer to pay chapter insurance by December 31<sup>st</sup> each year and fill out and sign supplemental insurance application in October each year. Forms are emailed from LDEI headquarters.
- Work with Deb and our web designer, Richard Schletty, if necessary, to keep the website up-to-date, especially in regards to the fundraiser.
- Sign temporary liquor license, if necessary, for the fundraiser. Check with fundraising chair (Ingrid) regarding this.
- Contribute MN LDEI event information to Program emails and the Quarterly magazine, put out by LDEI headquarters, or ask a member to maintain starting in October each year.
- Participate in calls set up by LDEI headquarters with other LDEI chapters. Dates are usually announced at the conference.