

2014 Officer Update -

Name:

Office:

Date:

Communication Checklist:

List the dates and method of communication with your officer over the past month

Date	e-Mail	phone	text	social media	in person

Discussion Points:	Other:
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Important:

Officers are required and expected to:

- Report every month and turn in report following the directions provided in Officer training.
- Follow Plan of action with regard to tasks assigned to your office.
- Contact their mentor every month and meet with them before officer meetings.
- Make arrangements with the vice president if they cannot make it to a meeting and to send in an officer report via friend or email.