

2009-2010 Secretary's Monthly Checklist

No.	Completed	Item Description
1	<input type="checkbox"/>	Agendas for meeting. Assist President with information.
2	<input type="checkbox"/>	Notification of Change in Membership information.
3	<input type="checkbox"/>	Provide minutes of Executive Board, Business and Program Meetings.
4	<input type="checkbox"/>	Read correspondence at meetings.
5	<input type="checkbox"/>	Read Executive Board recommendations at Business Meetings.
6	<input type="checkbox"/>	Keep abreast of monthly PI Checklist. This will help keep President on track.

TIPS:

Addresses:

(PI Headquarters) - Pilot International - P.O. Box 4844, Macon, GA 31208-4844

(NC District Secretary) – Dee Ann Stafford - 4524 Port Ellen Dr, Fayetteville, NC 28312

(NC District Treasurer) – Harriett Lennon, 1413 Kellum Court, Wilmington, NC 28412

District Dues and Scholarship:

- Work with the Club Treasurer to insure membership records are accurate for remittance purposes.

Notification of Change in Membership Form:

- Always complete Section D – Total Number of Members as of This Report in the Notification of Change in Membership Information form. This will assist the DAC in maintaining accurate membership records.