

## TEMPLATE FOR SCAFCS OFFICE NAME

Use the following as an outline to identify requirements to be met according to the Bylaws. All Board members can use the same format for their offices. Go to [www.scafcs.org](http://www.scafcs.org) and click on the "About" tab and locate the Bylaws. Click Control F on your keyboard and type in your office title in the search box. Highlight and copy all your requirements in the Bylaws (probably several places). Then divide the jobs into the months and make sure to the small details needed to accomplish your tasks. Check with former officers who held this job and update accordingly. Add checks when you have accomplished your tasks and update the position tasks as needed. As each month ends, update and submit to the Bylaws Committee to put online for future officers.

**"OFFICE NAME"** shall:

- a. Serve as officer of the Association, and
- b. Serve as
- c. Preside
- d. Approve material sent.
- e. List all the tasks assigned in the Bylaws.

CHECK	MONTH	
	JANUARY	Although you do not take office officially until June 1, there are many tasks that need to be done in order to make your time in office work better. As soon as you have been asked to be on the ballot, download this form (completed one online under "More" and then scroll to "Board Members." Make sure that all the Bylaws have been addressed. Double check with previous officer and other officers to update or clarify tasks and timelines.
	FEBRUARY	While at the state conference, it is the best time to transfer any hard-copy or items needed for your fulfillment of the office. It is also a prime time to gather your committees or helpful information to get your office running efficiently. (Identify potential help, committee members, nominees, etc.)
	MARCH	
	APRIL	
	JUNE	
	JULY	
	AUGUST	
	SEPTEMBER	
	OCTOBER	
	NOVEMBER	
	DECEMBER	
	JANUARY	
	FEBRUARY	
	MARCH	
	APRIL	