

SECTION 14**President's Special Requests****PRESIDENT'S SPECIAL REQUESTS**

The newly elected President shall each year request the following:

- A. That the Secretary prepare brief notes of each Board meeting to be published each month in the Lifeline.
- B. That the Secretary make minutes available to Board members either electronically or hard copy prior to the Board Meeting
- C. That the secretary prepare updates of the Club's Policy and Procedure Manual when the Board amends standing policy or passes new policy.
- D. That the Secretary and the Vice President of Administration prepare orientation material for newly elected Board members that will include:
 - A current copy of the Club's Constitution
 - A copy of the most recent Club Recognition Policy
 - A list of Committee Chair nominations (if available)
 - Any other appropriate documents