

District Conference Checklist

District Commander and Adjutant:

Please make sure the following items of business are completed at your conference:

- Convention Committee District Representatives** – Select at the conference and complete report and return to Department immediately.
- District Officer Report** – Complete and submit to Department for all officers known at the close of your conference.
- District Chairman Report** – Complete and submit to Department for all positions known at the close of your conference.
- Boys State Board of Directors** – Each year, the terms of three district representatives expire. Report selections on District Chairman Report.
- Liaison Committee** – Each year the term of a voting member expires. Report selection on District Chairman Report.
- Convention Commission** – Each year the terms of three district representatives expire. Report selections on District Chairman Report.
- Delegates to National Convention** – Must be elected at Conference and reported immediately.
- Alternates to National Convention** – Must be elected at Conference and reported immediately.
- National Convention Registration Packets** – Must be distributed to all National Convention Delegates and Alternates.
- District Dues Reporting Form** – Must be completed even if the District is not changing dues.
- Leadership School Registration Packets** – Must be distributed to all Leadership School attendees.

Note: *Even though the Commander Elect is responsible for reporting the following information, some items will need to be discussed at the District Conference.*

Provide the Commander Elect envelope to the incoming District Commander. Your District Commander Elect is responsible for reporting the following information:

- Leadership School Authorized Attendees** – Should be designated at the Conference. Due to Department no later than April 30.
- District Chairman Report** – Complete and submit for all positions not previously reported by the District Adjutant or Commander.
- District Officer Report** – Complete and submit for all officers not previously reported by the District Adjutant or Commander.