

# District Spring Conferences Checklist

## 1. The following items need to be on the agenda for the conference.

The associated forms must be returned immediately by the current Commander or Adjutant:

- Department Convention Committee District Representatives
- District Officer Report
  - Complete for all officers known at the close of the conference.*
- District Chair Report
  - Complete for all positions known at the close of the conference.*
- Delegates to National Convention
  - Provide registration packets to elected delegates.
- Alternates to National Convention
  - Provide registration packet to elected alternates.
- District Dues Reporting Form
- District Elections/Selections
  - Report selections on District Chair Report, even if no changes to representative.*
  - Liaison Committee – *Each district will have one voting member whose term expires.*
  - Boys State Board – *Three districts will have terms expiring.*
  - Convention Commission – *Three districts will have terms expiring.*
- District Selections for Leadership School
  - Provide registration information to selected attendees.
  - Report initial selections at the close of the district conference.
  - Note: Commander Elect is responsible for reporting attendees, but authorized attendees should be discussed at the conference.*

## 2. Provide the Commander Elect envelope to the incoming District Commander.

## 3. The Commander Elect is responsible for the following forms.

- Authorized Attendees for Leadership School
  - Initial selections should be reported at the close of the district conference.*
  - Report final selections no later than **May 10**.
  - Provide registration information to selected attendees.
- District Chair Report
  - Complete and submit for all positions not previously reported.
  - Due no later than **May 31***
- District Officer Report
  - Complete and submit for all positions not previously reported.
  - Due no later than **May 31***

*Additional information regarding forms can be found in the commander packet.*