Personnel Committee Report

Fall Exec. Board Meeting

Sept. 19, 2020

The Personnel Committee is in the process of updating the Personnel Manual with the help of our four paid related personnel. It should be completed by our State Convention in April of 2021.

Our four paid related personnel are the state treasurer, executive secretary, editor of the FL Rays and the webmaster.

They all do a fabulous job at keeping our state organization running like a well-oiled machine.

Just a few reminders of ways you can help them in their duties.

1. Make sure your members pay their dues on or before time.

2. Have your treasurer notify the IRS about your 990-N on time.

3. Read and respond to emails sent by the exec. secretary immediately and complete requests asked of you in a timely manner.

4. Make sure you communicate all needed messages to your chapter members.

5. Submit articles, photos and other interesting information to the Rays Editor for publication.

6. Read the FL Rays and share the info with your fellow sisters. It is a wonderful publication.

7. Visit our state website and see what new things have been posted for your interest or information.

8. Please take the time to tell Beverly Stagg, Carrie Frye, Bonnie Kelley and Missy Jones what a great job they are doing and give them a big smile and hug, even if it is just virtual or at a distance.