**Local President’s Checklist**

\_\_\_\_\_\_\_\_\_\_\_ 1. Each Local Historian shall be responsible for getting pictures and news clippings to the State

Historian.

\_\_\_\_\_\_\_\_\_\_\_ 2. Local President shall email a written report on her local’s activities to the State President-

Elect by November 15. This should be typed and no longer than one page.

\_\_\_\_\_\_\_\_\_\_\_ 3. Local Secretaries shall be responsible for sending reports of local meetings to the State

President and the Local President. Some locals use the Reporter to send the reports to the

Editor of the Jingle Jangle, due by the 5th of the month preceding the month of publication.

This can also be the Secretary’s duty.

\_\_\_\_\_\_\_\_\_\_\_ 4. Local Presidents shall be responsible for sending the New Officer List to the State President-

Elect by November 15. Or immediately following the election of officers.

\_\_\_\_\_\_\_\_\_\_\_ 5. Local President is responsible for a door prize at District, Mid-Year, and Annual meetings

(total of 3 door prizes).

\_\_\_\_\_\_\_\_\_\_\_ 6. The new year for NMCB begins on October 1. January 1 is the deadline for past members to

turn in their dues or they will become delinquent by February 1, and will be dropped from the state membership. Membership forms are sent by the State Treasurer to the Local Treasurer in late September. Local Treasurers should see that the correct information is sent to the State Treasurer when submitting annual dues. Payment of Dues can be made until September 1, the deadline for counting members on the State Membership Award which is presented at Annual Meeting.

\_\_\_\_\_\_\_\_\_\_\_ 7. Give this Policy and Procedures information along with your Red Notebook to your

successor.

**DEADLINES FOR YOUR INFORMATION:**

 Please use the standard forms available online at [www.newmexicocowbelles.org](http://www.newmexicocowbelles.org)

 1. Man of the year nominations to State Chairman by March 15.

 2. Pat Nowlin memorial Scholarship applications are due to the State Chairman by April 15,

and the form must be signed by the sponsoring NMCB local.

3. NMCB Beef Ambassador applications are due to the State Chairman by June 1.

4. CowBelle of the Year nominations to the State President by October 15.

5. Any State Officer or Executive Committee member nominations to the State Nominating

Committee Chair (Immediate Past President) by October 15.

6. Committee recommendations for state President-Elect by October 15. Read specifics on the first nominations in the By-Laws & Policies and Procedures.