**SPRING SEMESTER:**
- Celebrate your election to NECO President with a beer and a dance.
- Set up every-other-week meetings with the past President.
- Begin attending all board meetings.
- Set a date that you will begin to take over meetings.
- Begin to get to know your board if you don’t already -- the better you know them, the better you can delegate tasks to them.
- Transfer the bank account to be in your treasurer’s and your name.
- Update binder with your insights.

**SUMMER SEMESTER:**
- Its summer, go play in the environments we work so hard in the school year to keep safe & intact.
- Keep your members interested-- send them information about summer internships, jobs, & opportunities to stay involved.
- Consider continuing meetings through the summer. However, keep in mind that many people go home or travel in the summers, so don’t be discouraged if your numbers are low.
- Check in often with your Vice President on how Catapalooza plans are going.
- Doodle your board members to see when they can meet --- do this a few weeks a head of the school year starting, everyone is busy and in putting the meeting on their schedules you can ensure them coming.
- Update binder with your insights.

**FALL SEMESTER:**
- Send out an email announcing the first meeting of the year, be sure to check the school calender for conflicts :)
- Schedule a weekly meeting time for the board.
- Have your board sign that they’ve read their responsibilities & looked through their binders.
- Update binder with your insights.