

EXECUTIVE AIDES

This committee assists the regional officers. The executive aide insures that the officer finds all function rooms and that they and all their materials arrive at each function on time and escorts your officer in processions – if the Board chooses to use you in this capacity.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. You have been chosen by a regional officer to help assist them in their duties at all regional meetings. You are the one that helps your officer stay organized as they perform their many duties.
3. You become the right hand of your officer assisting them with a variety of duties such as:
 - a. Helping take materials to meeting area (a luggage carrier can be helpful).
 - b. Making sure Board members arrive on time at each function.
 - c. Arranging to pick up their registration packet for them so they don’t have to wait in line.
 - d. Assist your officer in putting materials at seat assigned by Protocol Chair.
4. Let your officer know you will arrive at her room 15 minutes before each session to escort him/her to meeting place or whatever arrangements are made between yourselves.
5. In processions, you offer your extended left hand, palm down, to the officer you are escorting and in turn the officer places their extended right hand, palm down, on top of your left hand and proceed side by side.
6. Become familiar with meeting place floor plan for short cuts or most direct route to each function or meeting room they need to be at.
7. When your officer is seated at the head table, be alert to emergency situations. Should they have to leave the room, take over from page. Make them comfortable.