

The State Delegate:

- Represent the chapter as the voting delegate at all district and state meetings or appoint a delegate.
- Share and update state and district information to the local chapter.
- See that news articles concerning the local chapter are submitted to the Newsletter for publication.
- Distribute the Chapter Information Packet (CIP) to the programming vice president within one week of the state meeting.
- Make lodging reservations, transportation arrangements, and mail registrations in for the conventions.
- Arrange chapter visitations.
- Submit a trimester state delegate report to the Minnesota Women of Today.
- Shall promote attendance of the general membership at all district, area, state and national and visitations to other chapters.
- Prepare monthly participation reports, giving copies to the president and sharing with the Board of Directors for purposes of voting.
- Prepare a trimester report to report on chapter events, new member adds, socials, membership events and upcoming events to share at the district meeting.

