



**New Mexico State Organization
Officers and Committee Chairmen
Report**



NMSO Spring Convention Executive Board Meeting April 28, 2023

Send to: Corresponding Secretary, Jane Williams at Jane.williams.1988@gmail.com
and President Pat Graff at pgraff@aol.com by April 7, 2023.

Please complete *each* section to inform the membership of your office or committee's responsibilities.

Date: 4/5/2023

Your Name: Jane Williams, Psi/Grants Chapter

Your State Office or the State Committee You Chair: NMSO Corresponding Secretary

(Committee Members):

Charges during this period:

- Compile reports for the Executive Board meeting
- Prepare correspondence as delegated by the President
- Read necessary correspondence selected by the President at the state meeting
- Prepare and distribute voting cards to the Executive Board members
- Make agendas available to all.

Outcomes:

- Emails were sent requesting all officer and committee chair reports.
- Voting cards were distributed to executive board members
- Folders were prepared and provided to the President, Recording Secretary and Corresponding Secretary

Recommendations requiring action by Executive Board: N/A

Rationale: To prepare materials for the website, the officers and voting members for the spring executive board meeting.

Respectfully Submitted,

Jane Williams