TROUBADOURS OF PEACE REGION,OFS

Local Fraternity **Post Election Actions** Checklist

 Action Who should do it\_\_\_\_\_\_\_\_\_\_ Suggested Timing\_\_

\_\_\_ 1. **Announce**  to Regional Secretary **results** of Election, including **contact** Election Presider within 24 hours

**information** for each member of the newly-elected Council (from

Report of Electionsform).

\_\_\_ 2. **Share information** via TopRec, TopMin and ToPR-L. Regional Secretary 1-3 days

\_\_\_ 3. **Inform** OFS-USA **and request** the new Minister and Vice Minister be added Regional Councilor for Com- 1-5 days

to **TopMin** and **ToPR-L** email lists if not already included. munications, C#1

\_\_\_ 4**. Update and distribute** summary of Fraternity Ministers / Leaders via Regional Secretary within 1 week

mail lists: TopRec, TopMin, ToPR-L

\_\_\_ 5. A. **Confirm** current **or** appoint new **database manager** for local Fraternity New Fraternity Council first Council meeting

 (or within 30 days)

\_\_\_ B. If no change, **send** **written confirmation** to Regional Secretary. Fraternity Minister

\_\_\_ C. **If a new person** is to be appointed, **send request** to Regional Secretary Fraternity Minister after Council approves

 to change assignment to new person. Include contact info for new the new person

 person, position in fraternity or on the Council and date of Council

 meeting when approved.

\_\_\_ 6. Update **NAFRA Database** list of Council members and date of election Fraternity database manager within 45 days

**LOOK OUT!:** Insert new names **before** deleting previous names. *(or request assistance from*

 *Regional Secretary*)

\_\_\_ 7. Update **local fraternity portion of Regional Directory** and send to Local Fraternity – Secretary within 45-60 days

Regional Secretary (or other **designated** person)

03 APR 2022, REC