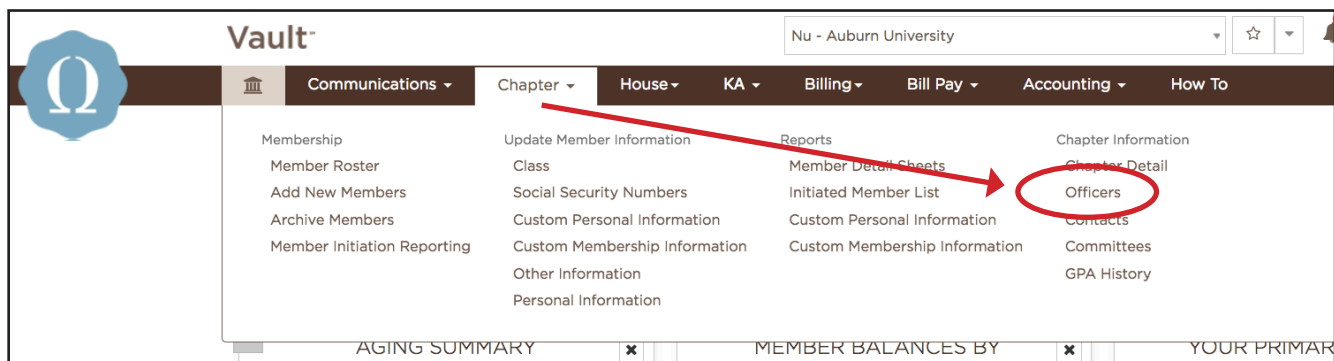
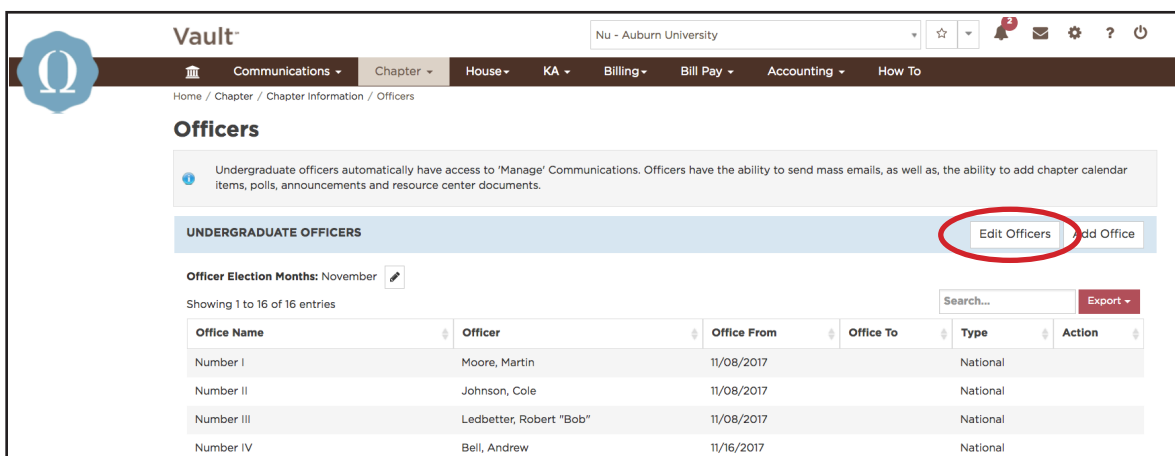


HOW IT WORKS

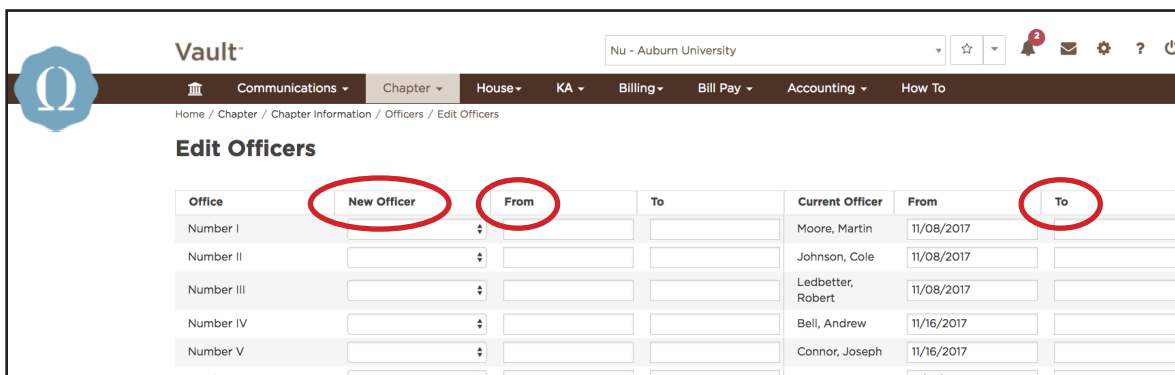
Report incoming and outgoing officers via Vault > Chapter > Officers.



1. Select 'Edit Officers'



2. In the first column select the new officers and add the date their term begins. Add a 'To' date to the last column indicating when the previous officer's term ended.



See the "Add/Edit Vault Users" flyer to grant Vault access to officers.