

Additionally, the Committee Co-Chairs communicated with National Philoptochos Protocol Advisor and Past President, Aphrodite Skeades, to review and identify any needed revisions to the Protocol Guide. Also, the Co-Chairs communicated with National Treasurer, Barbara Pasalis, who sent a Final Draft of the newly revised Financial Policies and Procedures Manual to the PMC for an advisory review. The PMC also recently received a draft of the newly revised Social Services Policies and Procedures Manual on which the PMC will conduct an advisory review.

The PMC has recommended that once all manuals have been revised and approved, the documents should be reviewed by a professional editor to improve the communication quality. Ultimately, all manuals will be posted on the National Philoptochos website and the National Philoptochos app for easy access and quick reference.

In conclusion, the Co-Chairs are very grateful to our diligent, hardworking and collaborative Committee Members. We wish them heartfelt thanks for their time, thoughtfulness and dedication. Although this has been a significant effort, the PMC has enjoyed the opportunity to work together for the benefit of Philoptochos and our Philoptochos Sisters, as we all endeavor to fulfill our important and critical mission.

Lastly, we wish to express our deep gratitude and appreciation to President Arlene Siavelis Kehl for her wisdom, guidance and counsel.

Respectfully submitted on behalf of the Procedural Manuals Committee,

Debbie George and Elaine Zetes
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