

## DUTIES OF THE FIRST VICE-PRESIDENT, PRESIDENT ELECT

According to the By-Laws the First Vice-President, also known as President-Elect, shall

- a) Automatically succeed the office of President.
- b) Assume the duty of the President in the temporary absence or inability to serve.
- c) Serve as Coordinator of the District Chairpersons, coordinating their work throughout the state. Conduct the Chapter President's Workshop at the annual convention.
- d) Serve as chairperson of the nominating committee, furnishing individuals with the Intent to Nominate Form (*Kansas Chapter Handbook*). The Nominating Committee shall:
  - Be responsible for the presentation of a slate of one to five names for each office, except the office of President of the Kansas State Council.
  - Consist of the First Vice President of the Kansas State Council, the senior past state president of the Kansas State Council, and not less than two other members who have been selected from members who have served on the state board for three years, one of which has been a chairperson of a committee.

The following articles pertain to the necessary information, which the First Vice President must be familiar with:

- Article VIII, Sections 1 through 3 -- Requirements for a candidate for state elected office.
- Article X, Sections 3 & 4 -- Allowable expenses for the president to attend the International Convention.
- Section 5 Allowable expenses to attend the State President's Leadership Seminar
- Section 6 Allowable expenses in conjunction with the annual convention at which they preside

As a member of the Kansas State Council Board of Directors you have voting power. So shall you be a member of the Executive Board. As a board member you are required to maintain a file of your activities together with the materials received from your predecessor to pass on to your successor at the close of the annual convention.

### OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, executive board retreat, and the annual state convention.
- b) Visit chapters/districts whenever possible, giving assistance when needed, and acting as a good-will ambassador for the state council at all times.
- c) Maintain a file of your work, including copies of letters. Include any helpful materials, ideas, and suggestion for your successor. *Do not use legal size paper.*
- d) Prepare articles for the *News & Views* when requested and appropriate.
- e) Present a bill for expenses to date at each state council meeting, with a final bill being presented before the, close of the fiscal year.
- f) Present workshops during state convention and leadership upon request.
- g) Provide materials to the appropriate chairperson for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- h) Prepare and complete files, passing them to your successor as soon as possible following the Kansas State Convention.
- i) You are the District Advisor, and work with the District Chairpersons throughout their term.
- j) You are Chairperson of the Nominating Committee.

### JUNE-JULY-AUGUST

- a) As soon after convention as possible, write each District Chairperson requesting dates and places of meetings and forward these dates to the President to determine visitation schedule. Request District rosters to distribute at the Summer Council Meeting.
- b) Keep your annual report up-to-date. Keep your files and duty sheet current.
- c) Attend the summer meeting of the Kansas State Council.

- d) Attend the International Convention if possible. This will prepare you to serve as the official state delegate following year. Plan to attend the Credential's appointment meeting along with the state president.
- e) Write *News & Views* article encouraging members to serve on Board of Directors.
- f) Meet with Installing Officers about Installation, theme, song suggestions, etc.
- g) Begin making board appointments.

## **SEPTEMBER**

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Work with the Ways & Means Chairperson regarding your charm.
- c) Ask the districts to host state council meetings the year you serve as state president. Provide tentative dates these meetings, along with other pertinent information. Include Hosting A State Council Meeting Protocol.
- d) Travel to district meetings and encourage members to run for elected office on the Executive Board or serve the Kansas State Council Board of Directors.
- e) Complete application and secure travel arrangements for IC State Presidents' Leadership.
- f) Communicate with the nominating committee asking for names of possible candidates, etc.
- g) Contact present state officers and possible candidates encouraging them to run for elective office.
- h) Continue making board appointments.

## **NOVEMBER**

- a) Attend the fall meeting of the Kansas State Council and Heartspring Weekend.
- b) Meet with the Nominating Committee to discuss ideas for introduction of candidates at the Winter State Council Meeting.
- c) Meet with the Ways & Means Chairperson to finalize charm design and order. Charms should be available the end of January to use as gifts during IC State Presidents' Leadership.
- d) Report to Executive Board any handbook bids, stationery bids, charm bids, and details of installation known this time.
- e) Continue making board appointments.

## **DECEMBER**

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Begin reviewing duty sheets for the following year.
- c) Stationery, envelopes and note cards:
  - Make access available to ESA logo and President's logo for development of stationery and note cards by contacting the current president or the Kansas website. President will keep inventory of old excess stationery, envelopes and note cards.
- d) Continue making board appointments.

## **JANUARY**

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Finalize state council meeting cities and dates for the upcoming year.
- c) Write the District Chairpersons requesting roster information regarding the incoming district chairperson name, address, husband's name, home and work phone numbers, e-mail address, membership number, birthday and anniversary.
- d) Meet with the Treasurer and Auditor to finalize the proposed budget for the following year.
- e) Introduce the candidates to the general membership at the Winter State Council Meeting. Usually a small gift is given to each candidate when their name is announced. You may choose to introduce all appointed officers as well.
- f) Hold a meeting with the candidates, district chairpersons, and installing officers prior to Sunday's State Council Meeting. Explain expectations for installation dress, speeches, and candidate skits.

- g) Work with chairperson to ensure all forms and other information is current, correct and appropriately included in the *Kansas Chapter Handbook*. All corrections and/or changes should be submitted to the incoming president for complete electronic copies to be included in board packets.
- h) Continue making board appointments.

## **FEBRUARY**

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) As chairperson of the nominating committee, you will fulfill the duties as outlined in *Article VIII*.
- c) Prepare an article for the March issue of *News & Views* identifying the candidates and their qualifications office.
- d) Determine which positions to leave available for candidates not elected to the Board of Directors.
- e) Continue making board appointments. Send confirmation and/or letters to those appointed to positions on the Kansas State Council Board of Directors. The confirmation/letter includes calendar information for the upcoming year, confirmation appointment, and a portion to be completed and returned for acceptance of position and roster information.

## **MARCH**

- a) Provide a complete list of nominees to the Parliamentarian so they may prepare ballot for election of officers.
- b) Begin compiling information for the Board of Director packets, as well as the *Kansas Chapter Handbook* roster to be distributed at convention.
- c) Provide the suggested dates for the Heartspring Weekend honoring State officers to the Incoming District Chairperson who will coordinate this information with Heartspring.
- d) Work on your 90-second candidate's speech--theme etc.
- e) Finalize plans for name badges/tags and ensure they are ready for distribution at either state convention or the summer council meeting.
- f) Forward your IC Convention registration and make your room reservations. Forward a voucher for the anticipated expenses to the President for approval and processing.

## **APRIL**

- a) Prepare a poster with pictures and identification of all officer candidates (name, chapter name and town).
- b) Finalize your acceptance speech. When complete, prepare a copy for the *News & Views* Editor.
- c) Complete the roster.
- d) Prepare a list with pertinent dates, date and location of the Executive Board Retreat, location of the state council meetings, leaderships, and state and IC conventions for the *News & Views* editor.

(REVISED JANUARY 2013)