

DUTIES OF THE SECOND VICE-PRESIDENT

According to the By-Laws the 2nd Vice-President shall:

- a) Serve as 1st Vice-President in the event of their temporary absence or inability to serve.
- b) Serve as chairperson of the state philanthropic project and all contributions. You will be bonded. You shall receive and disburse all monies contributed to the state philanthropic project, maintaining a record of all monies. This record shall be audited prior to each state council meeting and a report of progress given at it. The account shall carry the names of both the 2nd Vice-President and President so either signature will be honored for check writing. The name on the account should be Kansas State Philanthropic Project. Accurate record of all moneys received and disbursed.
- c) You shall conduct the District meeting workshop at the annual convention.

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

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, executive board retreat, and the annual state convention.
- b) Visit chapters and districts whenever possible, give assistance when needed, and act as a good-will ambassador for the state council at all times.
- c) Maintain a file of your work including copies of letters, any helpful materials, suggestions, or ideas for your successor. Do not use legal size paper.
- d) Prepare articles for the *News & Views* when requested and other times when appropriate.
- e) Present a bill (*in triplicate*) for expenses to date at each council meeting, with a final bill being presented before the close of the fiscal year.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) You are chairperson of the philanthropic committee.
 - Prepare a packet of information for each chapter and district chairperson regarding the state project. It is given out at the Summer State Council Meeting, along with an oral presentation to the Board Directors.
 - Acknowledge and thank each chapter contributing to the project. A receipt is prepared for each donation and distributed at each council meeting to the District Chairpersons for distribution to each chapter. A separate letter including all donations made should be prepared and sent to each chapter in February. This allows time for proper completion of philanthropic/outstanding chapter forms.
 - Invite the representative from the state philanthropic organization to attend the Awards/Recognition Luncheon as a special guest speaker. (The representative will give a brief report/discussion of interest to the members.) Contact the president for details.
 - Complete the IC philanthropic contest form received from the IC Philanthropic Chairman, and enter the State of Kansas competition at the IC level. Chapters in good standing and who wish to participate in the IC awards should be included on this report.
- h) Prepare changes to the philanthropic report form to be presented at the Winter State Council meeting, if necessary.
- i) At the Summer State Council Meeting announce your goals for the state philanthropic projects and any special programs you wish to have during the year.
- j) At the annual state convention be prepared to present awards to the winners of any contests for the philanthropic projects. Make these presentations brief.
- k) Prepare your books for audit and forward to the Auditor, allowing adequate time for them to complete the work.
- l) Forward a copy of your "Final Financial Report" to Heartspring along with a breakdown of gifts, restricted special clients, memorials, gifts-in-kind, etc.

DUTIES BY MONTH

MAY

- a) Begin your annual report.
- b) Visit with the state philanthropic project representative to discuss goals for the year, and formulate plans for year.
- c) Prepare a receipt for all money or gifts-in-kind received.
- d) Make deposits as received, using endorsement stamp for each check.
- e) Create ledger pages for all money and gifts-in-kind on a computer spreadsheet or paper copy. Refer to previous records for examples.
- f) The state philanthropic representative will prepare "Wish Lists" at your request. Gift in Kind forms provided by the organization. Include both of these, with any other pertinent information, in your packets to each chapter at the Summer State Council meeting.

JUNE--JULY--AUGUST

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Open savings account as soon you have a sufficient amount of money to deposit, including any philanthropic transfer funds.
- c) Prepare a financial report for State Council meeting and prepare your books for audit. Forty copies of the report should be prepared for distribution at each meeting.
- d) Present your goals and plans for the philanthropic year, including state philanthropic goal, special activity Community Service Projects, and any other new programs introduced.
- e) Ask the state philanthropic project representative to prepare an article for the summer issue of the *News & Views*.
- f) Record all contributions received including gifts-in-kind, restricted funds, cash, memorials, etc. on individual chapter ledger pages.
- g) Prepare your presentation for district visitations.
- h) Prepare for a Leadership presentation.
- i) Attend IC Convention in July
- j) Plan your travel schedule based on District meeting schedules. Share this list with the Executive Board at the Summer State Council Meeting.
- k) Prepare an article for the fall issue of *News & Views*.

SEPTEMBER

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.

OCTOBER

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Prepare a philanthropic financial report for Fall State Council meeting, and prepare/forward books for audit.
- c) Ask the State President if they want a representative in attendance at the Sunday breakfast of the State Council Meeting, and if a presentation is desired during the general board meeting. If so, extend an invitation whomever you, or the President, would like to come. The guest's meals are comped.
- d) Check with the District Chairperson to see if there is anything that you should do in support of the Heartspring Weekend. Plan special program and weekend events with state philanthropic representative and the president.
- e) You are responsible for selecting the cover design and helping develop the artwork for any programs made.

NOVEMBER

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.

- b) Take November special projects lists and Gifts-in-Kind forms, and a container to accept all money with you to the Fall State Council Meeting.
- c) Make all necessary introductions during the special program.
- d) Pictures will be taken sometime during the weekend. Discuss details with the President, and use the State Scrapbook Chair for this purpose. Pictures can include Elected Officers, Elected officers plus Chaplain, Parliamentarian, *News & Views* Editor(s), Counselor, Committee Chairpersons, Committee members, 1st Vice President and District Chairpersons
- e) Prepare state philanthropic project article and list of items requested for *News & Views*.
- f) Prepare fall article on any special project.
- g) The Second Vice-President will secure a convention site and report to the Executive Board at the Fall State Board Meeting.

DECEMBER

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Ask the state philanthropic representative to prepare a feature article with pictures for the next issue of *News & Views*
- c) Begin preparation for your winter or spring project if requested to provide one.

JANUARY

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Submit books for audit and prepare to present the philanthropic financial report at the Winter State Council Meeting.
- c) Continue preparations for the winter or spring project.

FEBRUARY

- a) Write a follow-up article on the winter state philanthropic project for *News & Views*.
- b) If the philanthropic report form or judging sheets require changes, prepare copies for review at the Winter State Council meeting. Make a motion to approve the necessary changes.
- c) Obtain the required number of award certificates, signed by the State President, necessary for presentation at the Awards/Recognition luncheon at State Convention.
- d) The Workshop Coordinator will work with you regarding the District Chairperson Meeting during state convention. Begin preparing material for this meeting.
- e) Purchase the incoming president's gavel guard at leadership. This is now a council expense.

MARCH

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Mail an invitation/letter to the state philanthropic project representative for the Kansas State Convention. Include details--time, meal provision, time requirements, etc. Any expense is a Second Vice-President/Philanthropic budget expense.
- c) Mail invitations for the workshop meeting at State Convention to the incoming District Chairpersons.
- d) Prepare District Chairperson's meeting material and packets.
- e) Write to the following chairpersons asking for their final reports by chapter: KS Care & Share, Disaster Fund, ESA Foundation, ESA for St Jude and Easter Seals. This information will be used as you review each chapter's completed philanthropic form.
- f) Be sure to include the community service projects in your annual report.
- g) Share membership totals from the April headquarters membership printout with the Outstanding Chapter Chairperson, ensuring you will use the same figures when judging chapter forms.

APRIL

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Compile information received from the state philanthropic reports after reviewing for accuracy.
- c) Prepare Awards/Recognition certificates for winning chapters/districts.

MAY

- a) Keep your annual report up-to-date. Keep your files and duty sheet current.
- b) Prepare books for audit.
- c) Prepare final voucher for expenses.
- d) Complete IC philanthropic report form and mail to the IC philanthropic chairperson.
- e) If you elected to prepare one, complete philanthropic scrapbook.
- f) After you have updated the files, forward them to the auditor for final auditing procedures. When returned from the auditor, pass them on to the new 2nd vice president. Include a diskette of any computer records. Insert the hard copy and ledger pages in the philanthropic book.
- g) Create your final philanthropic report for presentation at the Summer State Council Meeting.
- h) Finalize your annual report and include in your files for the incoming 2nd vice president.
- i) Mail a copy of the final philanthropic report to the Treasurer for our Tax Facts.

(REVISED JANUARY 2013)