

DUTIES OF THE STATE AUDITOR

According to the By-Laws: The Auditor shall audit the books of the Treasurer, Second Vice President and others as directed by the President. Audits of the Treasurer and Second Vice President's books will be accomplished in conjunction with the state board meetings with a report being presented to the board prior to the close of said meeting. The final audit will be accomplished at the close of the fiscal year.

Exceptions: Books that will have action after convention need not be audited at the spring state board meeting.

As a member of the Executive Board and the Kansas State Council Board of Directors you have voting power. 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 and/or districts whenever possible give assistance when needed and act as a good-will ambassador for the state council at all times. The president may give specific district assignment at the first board meeting.
- c) Maintain a file of your work including copies of letters. Include any helpful materials all suggestions or ideas for your successor. Do not use legal size paper.
- d) Prepare articles for the News & Views when requested and/or other times when appropriate.
- e) Present a bill for expenses to date at each board meeting with a final bill being presented before the close of the fiscal year May 31 or as specified by the President
- f) Present workshops for state convention upon request.
- g) Provide materials for the Kansas State Convention and/or Chapter Handbook upon request. This material is to be provided to the appropriate chairperson by the date requested.
- h) Prepare files and turn them over to the incoming Auditor as soon as possible after state convention.
- i) Assist the Treasurer in the preparation of brochures and with workshops when requested.
- j) You shall be a member of the Budget committee. The Treasurer shall prepare and present proposed budget to the President-Elect at the third board meeting. You shall attend this meeting.
- k) Audits of the following books shall be made at each of the first three state council meeting (summer, fall, and winter meetings): Second Vice President, Treasurer, Disaster Fund Chairman, Kansas Care & Share Chairperson, Ways & Means Chairperson, Workshop Coordinator, Easter Seals Chairperson, ESA for St Jude Chairperson, and the ESA Foundation Director. Other accounts should be audited as directed by the President.
- l) The fiscal year ends May 31. Final audits shall be made following this date and with the final audit report being given at the first state council meeting of the new ESA year. Final audits shall be made of the records of the: Treasurer, Second Vice-President Disaster Fund, Kansas Care & Share, Convention Treasurer, Ways & Means, Easter Seals, ESA for St Jude, Workshop Coordinator and ESA Foundation.
- m) After completion of each audit, report your findings to the general board. Prepare three copies of this report: one each for the President, and Recording Secretary, and one for your files.

(REVISED JANUARY 2013)