

DUTIES OF THE AWARDS/RECOGNITION CHAIRPERSON

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization. Standing committees shall serve for one year.

Each committee might be asked to present a workshop at the annual state convention and other times as planned by the Workshop Coordinator.

As a member of 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 and the annual state convention.
- b) Maintain a file of your work including copies of letters, helpful materials and suggestions, or ideas. *Do not use legal size paper.*
- c) Prepare articles for the *News & Views* when requested and other times when appropriate.
- d) 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.
- e) Present workshops for state convention upon request.
- f) Provide materials for the Kansas State Convention and *Kansas Chapter Handbook* to the appropriate chairperson by the date requested.
- g) Prepare files and forward to the incoming Chairperson as soon as possible after state convention.
- h) Correspond with your committee for ideas that will assist in preparing your workshop or in carrying out the duties of your committee at state council functions.
- i) Prepare a list of helpful hints for the next Chairperson.
- j) The President will meet with you to learn of your plans for the year at the first state council meeting. Be prepared to make a presentation at this time regarding your goals for the year.
- k) Encourage all members throughout the year to honor an outstanding youth and distinguished community member for these awards. After the **February 1st** deadline, correspond with your committee to make the determination of the winner in each category. Notify the sponsoring chapters and recipients of the Outstanding Youth Award. Invite them to attend the Kansas State Convention and work with the chapters on expenses. Order any gifts or awards presented at the state convention and prepare a proper introduction of the winners. Forward the recipients' information to the IC Awards Chairperson by the specified deadline date (usually March 1).
- l) Create the award certificate design for review and approval by the president at the fall state council meeting. After being printed, the president will sign each award.
- m) Meet with all persons presenting Awards/Recognition at state convention to determine the number needed. Meet with them again at the Winter State Council Meeting to discuss presentation plans and hand out Awards/Recognition.
- n) Plan the Awards/Recognition ceremony following the Awards/Recognition Luncheon at the Annual State Convention. Ask the president if they have specific wishes for the ceremony. You will be the emcee, and you and your committee will be responsible for creating enthusiasm, while following the time limits set by the president.
- o) Chapters celebrating an anniversary from June 1-May 31 will be recognized at the convention which you are responsible in recognizing. The Awards/Recognition Chairperson shall honor chapters celebrating anniversaries at State Convention by presenting a recognition certificate, as well as:
 - Renewal of vows in a joint ceremony for all members in chapters celebrating their 25th or 50th anniversary.
 - Standing introductions of all members from chapters celebrating anniversaries of 30, 40, and 55 years; and every five years thereafter.

(REVISED MAY 2016)

DUTIES OF THE AWARDS/RECOGNITION COMMITTEE MEMBER

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization.

A standing committee shall consist of a chairperson and no less than one other member. Standing committees shall serve for one year unless otherwise stated.

Each committee might be asked to present a workshop at the annual state convention and/or other times as planned in the program by the Workshop Coordinator.

As a member of the Kansas State Council Board of Directors you have voting power. All committees and their chairpersons have duties, which are assigned by the President. These are not spelled out in the By-Laws; therefore, may be altered to suit the needs of the current year.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and the annual state convention.
- b) You shall serve your committee and promote its specific projects. The chairperson will meet with you throughout the year. You will assist with the plans, directions, and duties of the committee assigned. This can include writing material for the *Kansas Chapter Handbook*. In the absence of the chairperson, you may be asked to fulfill the duties of this office.

(REVISED JANUARY 2013)