

DUTIES OF THE STATE CHAPLAIN

According to the By-Laws: The President shall appoint a Chaplain, from the membership, whose duties shall be to send notes of condolence to the families of our deceased members, and cheer to members suffering long and serious illness. All information to be furnished by the member's chapter, the Chaplain shall be responsible for a memorial service and a non-denominational service at the annual convention, invocation at each general assembly and invocation at all meals.

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 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 and 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.
- f) Present workshops for state convention upon request.
- g) Provide materials for the Kansas State Convention and/or *Kansas 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 chaplain at the close of the fiscal year or at the first board meeting of the new sorority year.
- i) Be prepared at all times to give an invocation in case you are called upon to do so.
- j) Set the date for ESA week and ESA Sunday at the first board meeting--this is usually established by the IC Chaplain and announced at IC convention. Founder's Day is May 1. ESA week should fall around this date with ESA Sunday being the first Sunday in May.
- k) Conduct the non-denominational memorial service at the Annual State Convention.
- l) Maintain the ESA prayer chain.

(REVISED JANUARY 2013)

DUTIES OF THE CHAPLAIN 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 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.

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