

## DUTIES OF THE CONVENTION 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.

As a member or the Kansas State Council Board of Directors you have voting power.

### OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and 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 and suggestions, or ideas for your successor. Forward them to the incoming Chairperson at your earliest convenience. *Do not use legal size paper.*
- d) Prepare articles for the *News & Views* when requested and other times when appropriate.
- e) Convention bills are paid through special funds by the convention treasurer, and are not paid from the budget of the Kansas State Council.
- f) Provide materials for the Kansas State Convention and *Kansas Chapter Handbook* upon request of the chairperson by the date requested.
- g) It shall be your duty to organize a state convention with the convention committee and State President meeting the wishes and the needs of the State President's theme. All matters concerning the state convention will be coordinated through this office. This office works closely with the President and with the offices of Convention Co-Chairperson, Convention Registration, and Convention Treasurer.
- h) You shall present a tentative convention agenda and registration costs for approval at the winter state council meeting.

### DEADLINES FOR THE CONVENTION CHAIRMAN

Two years before convention (the site has been determined):

- Block rooms
- Meet with hotel/motel
- Decide theme
- Present bid at state convention

One year before convention:

- Prepare handouts to be distributed at convention
- Present convention bid during state convention whenever specified in the program.

Summer Board Meeting:

- Attend a joint meeting of the previous year and this year's convention committee on ideas for improvements and for job training.

**SUMMER:** (Begin your annual report. Keep this information current.)

- Set up monthly meetings with convention Committee.
- Obtain band/disk jockey or other entertainment and sign contract (If a dance is planned). Meet with convention treasurer to prepare budget.
- Make chapter assignments -meals/functions. Develop themes for meals and functions
- Assign numbers of door prizes for chapters to furnish (if door prizes are planned)

**FALL:** (Keep your annual report up to date)

- Obtain bids from prints for programs
- Obtain bids from photographer (if one is planned).
- Meet with Men of ESA on men's activities
- Have decorations committee check on the purchase of materials in bulk to save money

**DECEMBER/JANUARY:** (Keep your annual report up to date)

- Plan men's activities
- Obtain hotel room rates and complimentary rooms.
- Plan menus and obtain meal costs
- Physically tour meeting room facilities at hotel
- Compute total registration costs with treasurer and registration chairperson (cost of meals plus a registration fee)
- Prepare a tentative agenda *and* proposed registration form
- Check with all Committees to see if there are any questions. Anticipate questions or issues. Chapters should be preparing decorations.
- Registration and Credentials should order all supplies.

**JANUARY:** (Keep your annual report up to date)

- Prepare 50 copies of the tentative budget for the Winter Council Meeting. Meet with the executive board for approval. It will then be presented to the general board for review and approval. The convention chairman presents the proposed budget, and the registration chairman presents the proposed registration form. This is a good time to meet with state officers and committee chairmen on special or requests they might have for convention. Advise them of their working budget. Prepare notices to executive board advising them of their meal costs. The officers pay meal costs only associated with convention--no registration fees. Announce room rates at the general board meeting.
- Visit with local florist in close proximity to the convention site to prearrange for corsages, etc. that might be required (if the committee and President want this done). Check on all committees.

**MARCH:** (Keep your annual report up to date)

- Meet with the State President and coordinate the convention program.
- Meet with the hotel and assign all meeting rooms. By this time convention participants should have turned in all special requests and physical arrangements.
- Meet with the convention co-chairman and divide responsibilities.
- Prepare general responsibility sheet(s) for chapters and provide them a copy.

**APRIL:** (Keep your annual report up to date)

- Provide hotel with tentative meal counts, based on prior contract dates with hotel. Provide hotel with additional special requests, if any.
- Contact the Workshop Coordinator and verify all their needs have been fulfilled. Go through every event and make sure that you have answered all requests.
- Obtain seating chart and table reservations from the state president. (Some might contact you directly for table reservations for the Lamplighters or special guests, for example.) Ensure we have tables reserved for districts at meetings.
- Prepare a detailed agenda, which you will follow throughout the convention. Ensure that all committees are aware of their responsibilities.
- Prepare responsibility sheets for the hospitality committee and all hostess chapters.
- Collect all door prizes and prepare a box of numbers (or some means of selecting winners). Registration chair prepares a box of numbers.
- Provide the treasurer with a list of all bills to be paid at convention.
- Provide hotel with final meal count (in accord with prior contract dates with hotel).

- Verify men's hospitality needs.
- Make yourself available to the membership to ensure that the convention runs smoothly.
- Enjoy convention.
- Finalize your annual report following convention.
- Pass your files to your successor following closure of convention books.
- Make recommendations on future conventions to the new convention chairperson and the Executive Board.

**(REVISED JANUARY 2013)**

## DUTIES OF THE CONVENTION CO-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.

As a member of the Kansas State Council Board of Directors you have voting power. 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 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 and 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) Convention bills are paid through special funds by the convention treasurer, and are not paid from the budget of the Kansas State Council.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Assist the Convention Chairperson in all aspects of preparing for the state convention. The Convention Chairperson shall assign specific duties.
- h) Assume the duty of the Convention Chairperson in their absence or temporary inability to serve.

(REVISED JANUARY 2013)

## DUTIES OF THE CONVENTION CREDENTIALS 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.

As a member of the Kansas State Council Board of Directors you have voting power.

The following articles pertain to the necessary information, which the credentials committee must be familiar with:

- Article III, Sections 3 and 4 Membership and Dues
- Article XI, Section 1 Representation
- Article XII, Sections 1 through 3 Voting Power

### OTHER DUTIES ASSIGNED

- Attend all four state council meetings and annual state convention.
- Visit chapters and districts whenever possible, give assistance when needed, and act as a good-will ambassador for the state council at all times.
- Review the files received from your predecessor to determine if changes are required in your registration process.
- Maintain a file of your work including copies of letters, any helpful materials and suggestions, or ideas for you successor. *Do not use legal size paper.*
- Prepare articles for the *News & Views* when requested and other times when appropriate.
- Convention bills are paid through special funds and are not taken directly from the budget of the Kansas State Council, but rather through the convention treasurer.
- Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- You are responsible for convention credentials. Review the By-Laws for voting regulations.
- Prepare a certified delegate form to be used by the chapters and submit it by February deadline for the March issue of the *News & Views*.
- Prepare for convention by organizing and establishing the credentials desk/files, ensuring it runs smoothly.
- Maintain accurate records of all registered delegates.
- Correspond with the State Treasurer and the State Parliamentarian for support in record verification and identifying prescribed rules.
- Representation at the credentials desk during convention shall be as printed in the convention program. Educate about the importance of this desk and its responsibilities.
- Assist the Parliamentarian in ballot distribution. Ensure that **NO BALLOT IS ISSUED WITHOUT A PROPERLY COMPLETED BALLOT CARD** and a properly executed credentials form signed by the Chapter President.
- Establish the record keeping system and train your committee members in its operation.
- Be courteous at all times, making credentials verification/registration an enjoyable experience for your committee and the membership.
- This committee is responsible for convention credentials verification/registration:
  - Verify that the member has current state and IC dues paid.
  - Verify that a certified delegate form is on file for each chapter.
  - Ensure that each member in attendance "signs" the registration book.
  - Issue the conventions ribbon identification if that is the manner selected by the convention committee (Different colored ribbons are used to distinguish between elected officer, delegates, alternates, guests, etc.)
- Work with the Parliamentarian regarding proxy voting and the issuance of ballots.
- Prepare a credential report (in triplicate) and present it at the times and places as specified in the printed convention program.

- t) Continue the duties of this Committee until convention closure, updating and ensuring accuracy of the credentials report.
- u) All records generated by the Credentials Committee shall be gathered into one complete package and passed on to your successor.

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## **DUTIES OF THE CONVENTION DECORATIONS CHAIRMAN**

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 committee shall consist of a chairman and no less than one other member. Standing committees shall serve for one year.

As a member of the Board or Directors of the Kansas State Council you have voting power. All committees and their chairpersons have duties that are assigned to them by the President. These are not spelled out in the By-Laws therefore they 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 at the first of the year and make additional assignments. You will assist with the plans, directions and duties of the committee you are assigned. This shall include writing material for the *Kansas Chapter Handbook*.

### **CONVENTION RESPONSIBILITIES**

- a) You shall work closely with the convention chair and co-chair in identifying the events where decorations will be required.
- b) You shall develop a decoration theme for each event.
- c) You shall work closely with the hostess chapters, delegating as much work as possible.
- d) You shall be available for consultation with the convention committee and the event chairs, ensuring decoration preparation is continuing on schedule to meet deadlines.

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## DUTIES OF THE CONVENTION REGISTRATION CHAIRMAN

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 or the organization.

As a member of the Kansas State Council Board of Directors you have voting power.

### OTHER DUTIES ASSIGNED

- a) Attend all four board meetings 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 and 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) Convention bills are paid through special funds and are not taken directly from the budget of the Kansas State Council, but rather through the convention treasurer.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Review the files received from your predecessor to determine if changes are required in your registration process.
- h) You are responsible for convention registration and maintaining accurate records/files regarding convention registration. You shall prepare and present registration reports at a time and place specified in the convention program. All registration forms shall be your responsibility. You and your committee shall prepare the convention registration packets for those persons registering for convention.
- i) Prepare 80 copies of the proposed Registration Form for approval at the Winter State Council Meeting. You will meet with the Executive Board for their approval; it will then be presented to the general board for their review and approval.
- j) Finalize the registration form for the *News & Views*. This form is to be printed in the March issue of the *News & Views*. Make your needs clear.
- k) Receive the convention registration forms. Verify the accuracy of money received based on attendance at various functions identified on the convention registration form.
- l) Communicate with the member(s) if there is a discrepancy in the information/money provided.
- m) Provide the Convention Chairperson with the number of "attendees" per event (Dinner workshops, Special Breakfasts, Friday night Mixer, Saturday Awards/Recognition Luncheon, etc.)
- n) Forward convention registration receipts to the convention treasurer in a timely fashion so adequate funds are available for paying bills. Do not hold checks--forward them immediately for deposit into the convention account.

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## DUTIES OF THE CONVENTION TREASURER

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.

As a member of the Kansas State Council Board of Directors you have voting power. 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 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. Include any helpful materials and suggestions, 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) Convention bills are paid through special funds and are not taken directly from the budget of the Kansas State Council, but rather through the convention treasurer.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Review the files received from your predecessor to determine if changes are required in your record keeping. Meet with your predecessor and discuss your duties.
- h) You are a member of the convention committee and shall meet with the convention chairperson at designated times.
- i) As Treasurer, you shall be responsible for taking care of all records and expenses associated with the State Convention. Special funds are established for this purpose.
- j) You shall open an account upon receipt of the convention revolving fund (\$2,000), from the State Treasurer. The account shall be carried so that either the Convention Chairperson or you may sign checks. You are bonded by the Kansas State Council, and shall be prepared to present financial reports on these funds at your committee meetings and upon request of the President.
- k) You shall prepare a budget, with assistance from the convention chairman, which will include a breakdown of individual costs for the convention, registration fees, etc. The Convention Chair shall approve the budget and proposed registration fee. Coordination with the appropriate committee chairs (Awards/Recognition, Chaplain, Outstanding Member, Installing Officer, etc.) is required to insure you cover their costs in the convention budget.
- l) Prepare 80 copies of the proposed budget and registration fee to be presented at the Winter State Council Meeting for approval by the Executive Board and general board.
- m) Convention bills shall be attached to a voucher established for this purpose and presented to the Convention Chairperson. The Chairperson approves the voucher, designates which account to charge it to, and forwards to you for payment.
- n) Prepare a final account of funds received and disbursed for presentation at the summer council meeting following convention. The State Auditor will audit your books prior to turning the records over to the incoming convention treasurer.

(REVISED JANUARY 2013)