

DUTIES OF THE COUNSELOR DISASTER FUND CHAIRMAN

According to the By-Laws the Counselor shall advise the President, the Board of Directors, and chapters as requested. They shall have charge of the installation of the new officers at the annual convention. The immediate past president shall be the Counselor for the ensuing year and the chairperson of the Disaster Fund.

As a member of the Kansas State Council Board of Directors and Executive Board you have voting power. As a board member you are required to maintain a file of your activities together with the materials received from 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 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, and any helpful materials and suggestions, or idea 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) Present workshops for state convention upon request.
- g) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- h) Keep accurate records of all money received from chapters or members, forwarding all monies each month to the IC Disaster Fund Chairman for processing.
- i) Investigate requests for assistance as thoroughly as possible and forward to the First Vice President and State President for their signatures. Chapters must use the form provided by the International Council. Assistance requests are then forwarded to the IC Disaster Fund Chairman for processing. The IC Disaster Fund Chairperson, not the state chairperson, pays all requests for disaster fund aid.
- j) Prepare and present a report at state convention of money received.
- k) Prepare and present Awards/Recognition at state convention.
- l) The books will be audited by the State Auditor prior to the first three state council meetings and following state convention. Pass on your records as soon as possible following the audit.
- m) You are responsible for the installation of the incoming state president the year following your year as state president. The incoming president may ask that someone special work with you in this endeavor. Expenses for this ceremony come from the convention budget. You should work with the convention committee early in planning the process to ensure adequate funds are allocated.

Note: Disaster Fund rules, regulations, guidelines and forms are established by the IC Disaster Fund Chairperson, and forwarded to the State Disaster Fund Chairperson. In order to comply with the correct guidelines forms, etc., they must be followed as directed by the International Council.

(REVISED JANUARY 2013)