

DUTIES OF THE EASTER SEALS DIRECTOR

According to the By-Laws: There shall be the following standing committees: Nominating, Educational, 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 in the program by the Workshop Coordinator.

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

As Easter Seals Director, you shall be the state coordinator of our international philanthropic project, Easter Seals. You shall serve as liaison between the Easter Seals office and the Kansas ESA membership. Educating our members on the importance of the programs initiated at Easter Seals, and encouraging fund-raising activities and support in the state are your main responsibilities.

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, any helpful materials and suggestions, or ideas for your successor. *Do not use legal size paper.*
- c) Prepare articles for the *News & Views* when requested and other times when appropriate.
- d) Present a bill for expenses to date at each board 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* upon request. This material is to be provided to the appropriate chairperson by the date requested.
- g) Correspond with your committee for their ideas that will assist in preparing your workshop or in carrying out the duties of your committee at state council functions.
- h) 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.
- i) 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.
- j) You shall be responsible for reviewing and updating any form(s) used by your committee and proposing any necessary changes to these forms at the Winter Council Meeting. Be prepared to present a motion for approval by the Kansas State Council Board of Directors.
- k) You shall be in charge of the promotion of Easter Seals in the state, encouraging chapter participation in fund raising activities and campaigns.
- l) Provide the Second Vice President with a complete donation listing, by chapter received through March 31 for verification of information provided on the Chapter Philanthropic Report Form.
- m) Work closely with Easter Seals to ensure that we accomplish necessary goals desired by their organization.

Make every effort to be a part of the Easter Seals Telethon held in Wichita, if held. Each year ESA's participation may be different, so check with our Easter Seals representative for instructions. You may be expected to participate in check presentations for donations from chapters in Kansas to Easter Seals.

(REVISED JANUARY 2013)

DUTIES OF THE EASTER SEALS 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.

(REVISED JANUARY 2013)