

## DUTIES OF THE EDUCATIONAL DIRECTOR

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.

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.

### OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and 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/or 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 to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Maintain a listing of programs in the Educational Library for inclusion in the *Kansas Chapter Handbook*.
- h) 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.
- i) 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.
- j) You shall be responsible for reviewing and updating any form(s) used by your committee and proposing all necessary changes to these forms at the Winter State Council Meeting. Be prepared to present a motion of approval by the Kansas State Council Board of Directors.
- k) Maintain careful records of each educational report received from chapters across the state, noting the postmark date to ensure that all reports are received by the 10<sup>th</sup> of the month following the chapter meeting.
- l) Notify each chapter Educational Director when they have submitted six (6) educational reports on time, including outreach reports. Encourage them to submit their educational notebook for judging. Notebooks are to be received three (3) weeks prior to convention.
- m) Notify each chapter president when the Gold Link has been attained and the subsequent eligibility of the Chapter's Educational Director for the Distinguished Achievement Award (DAA). Enclose the proper form with the notification and remind the chapter president that the form must be received submitted three (3) weeks prior to convention.
- n) Obtain Gold Link and Distinguished Achievement certificates from IC Headquarters to be presented at convention.
- o) Present awards/recognitions at the Annual State Convention for Gold Link, Distinguished Achievement, top three (3) educational notebooks and top three (3) outreach educationals.
- p) Forward winning educational notebooks to the IC Educational Director by June 1. Make arrangements for notebooks to be picked up at IC by someone from Kansas attending IC convention in order to save return postage. Make sure that the educational notebooks are then returned to the proper chapter.

(REVISED MAY 2016)

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**(REVISED JANUARY 2013)**

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