

DUTIES OF THE SENIOR ESA FOUNDATION DIRECTOR

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

You shall not hold any other office of the ESA Foundation or the International Council during your term as Senior ESA Foundation Counselor of the Kansas State Council.

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 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) 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.
- f) 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.
- g) Present workshops for state convention upon request.
- h) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- i) Educate the membership and general public on all phases of the ESA Foundation.
- j) Encourage and solicit donations from the membership and general public.
- k) Promote and assist with any ESA Foundation sponsored and endorsed projects/programs
- l) As the senior state counselor you must be an individual member of the ESA Foundation.
- m) Educate the general membership of the purposes and objectives of the ESA Foundation.
- n) As senior state counselor you will receive a printout of the membership of the state immediately after your appointment. Update all information and forward to the ESA Foundation.
- o) Send all money directly to

ESA Foundation
363 West Drake Road
Fort Collins, CO 80527

All money received by you shall be forwarded to the ESA Foundation office immediately.

- p) You will act as liaison between the membership and the ESA Foundation Board of Directors.
- q) Maintain a supply of brochures and literature for the general membership.
- r) Prepare scholarship distribution per instructions from the ESA Foundation Scholarship Chair.

(REVISED JANUARY 2013)

DUTIES OF THE JUNIOR ESA FOUNDATION DIRECTOR

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

You shall not hold any other office of the ESA Foundation or the International Council during your term as Junior ESA Foundation Counselor of the Kansas State Council.

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) Assist in the preparation of articles for the *News & Views* when requested and other times when appropriate.
- d) Present a bill (*in triplicate*) for expenses to date at each council meeting, with a final bill presented before the close of the fiscal year.
- e) Assist in the presentation of workshops for state convention upon request.
- f) Assist in the presentation of materials to be provided to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Educate the membership and general public on all phases of the ESA Foundation.
- h) Encourage and solicit donations from the membership and general public.
- i) Promote and assist with any ESA Foundation sponsored and endorsed projects/programs
- j) As the junior state counselor you must be an individual member of the ESA Foundation.
- k) Educate the general membership of the purposes and objectives of the ESA Foundation.
- l) Encourage members to send all money directly to

ESA Foundation
363 West Drake Road
Fort Collins, CO 80527

All money received by you shall be forwarded to the ESA Foundation office immediately.

- m) Maintain a supply of brochures and literature for the general membership.

(REVISED JANUARY 2013)

DUTIES OF THE ESA FOUNDATION 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)

