

DUTIES OF THE KANSAS CHAPTER HANDBOOK CHAIRPERSON

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 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) 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) You shall be responsible for assisting the First Vice-President, President-elect, in preparing the *Kansas Chapter Handbook*.
 - Obtain all changes and revisions from each state chairperson no later than the Winter State Council Meeting. Each Chairperson should submit pages in final photocopy form as well as an electronic copy in Word format. PDF files cannot be accepted.
 - Obtain costs of CD's for producing the *Kansas Chapter Handbook*. Present the lowest findings to the Executive Board at the Fall State Council Meeting. Present a motion at the general board meeting regarding CD costs, if necessary.
 - Prepare a master copy for the *Kansas Chapter Handbook* to be used for reproduction purposes if needed.
 - Distribution of the handbooks shall be in electronic format only and occur at state convention, under the direction of the new President. The handbook shall be made available in pdf format on the KSC website.
 - Usually one handbook CD is provided to each chapter president; one handbook CD is provided to each elected/appointed officer and committee chairperson of the Kansas State Council; and a few extra CD's are made for the President to distribute during the year. The First Vice-President will specify this number.
 - A new handbook CD will be distributed every 3 years to recipients of the handbook beginning in 2013. During the other years, only pages with changes will be made available via the KSC website.
 - Prepare an order form for use by the chapters in purchasing extra printed and/ electronic copies of the *Kansas Chapter Handbook*. The Executive Board, based upon your recommendation, shall approve the purchase price of these copies.

(REVISED JANUARY 2013)

(INACTIVE)
DUTIES OF THE KANSAS CHAPTER HANDBOOK COMMITTEE

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 purpose or 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 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 committee and their chairpersons have duties assigned by the President. These are not spelled out in 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.

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