

## DUTIES OF THE LAMPLIGHTER PRESIDENT

As a member of the Board of Directors of the Kansas State Council, 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 correspondence and any helpful materials, suggestions or ideas for your successor. *Do not use legal paper.*
- c) Prepare articles for the *News and Views* when requested and other times when appropriate.
- d) Present workshops for state convention upon request.
- e) Plan and conduct the opening and closing flag ceremonies for state convention. Coordination with the convention chairperson is essential to the successful completion of this responsibility.
- f) Organize and supervise the fund-raising project at state convention. (She may ask another member to coordinate this.)
- g) Install the new past-president into the Lamplighter organization at convention. (She may ask another member to officiate).
- h) Communicate with lamplighters throughout the year as needed. (This may be done by e-mail and/or regular mail.)
- i) Inform Lamplighter members regarding activities at state convention at least 45 days prior to convention. (This may be done by e-mail and/or regular mail.)
- j) Preside at the annual Lamplighters' meeting at state convention.
- k) Serve as Treasurer for the Lamplighters
  - Collect the annual dues of the members and deposit them in the Lamplighter checking account.
  - Pay bills of Lamplighter organization as deemed necessary.
  - Supply the members with a report of finances at the annual meeting.
  - File a copy of Tax Facts with Headquarters by September 15 and pay the annual IC Council dues by September 1.
- l) Update the roster of members prior to state convention and distribute the rosters by electronic and/or printed media.

(REVISED JANUARY 2013)