

DUTIES OF THE OUTSTANDING CHAPTER CHAIRPERSON

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. Standing committees shall serve for one year.

Each Committee might be asked to present a workshop at the annual state convention and/or other times as planned in the program by the Workshop Coordinator.

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

YOU ARE IN CHARGE OF THE OUTSTANDING CHAPTER CONTEST.

- a) Review and update the standards for this contest to be approved at the Winter State Council meeting, if changes are necessary.
- b) Write the appropriate chairpersons to provide you with current information regarding participation in the various contests.
- c) Receive and verify the forms for accuracy. Check with the 2nd Vice President to see that membership totals coincide with the figures they received from headquarters in April. This ensures that both of you will use the same number when judging individual chapter forms.
- d) Notify last year's winner to bring the Traveling Trophy tea service to convention for presentation to the new winner.
- e) Identify and present award certificates to the top ten chapters. Present the traveling trophy tea service to the first place winner. These presentations will occur when scheduled in the convention agenda.
- f) Notify the winning chapter to forward a group picture of their members to the Editor immediately following convention for publication in the next issue of *News & Views*. Prepare an article about the state outstanding chapter.
- g) Should a chapter receive this award for the third consecutive year during your term of office, you shall have the chapter name and town, along with the years in which they received the award, engraved on the back of the Traveling Trophy tea service tray. If this chapter has previously been honored in this manner, then the three additional years shall be added to the original engraved entry for that chapter, if possible.

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) 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.
- d) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Chapter Handbook* upon request.
- e) 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.
- f) 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.

(REVISED JANUARY 2013)

DUTIES OF THE OUTSTANDING CHAPTER 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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