

DUTIES OF THE OUTSTANDING MEMBER 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 purpose of the organization. Standing committees shall serve for one year.

Each committee shall present a workshop at the annual convention and other times as planned in program by the Workshop Coordinator.

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, the state leadership seminar, and the annual convention.
- b) Maintain a file of your work including copies of letters, any helpful materials and suggestions, 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 be presented before the close of the fiscal year.
- e) Present workshops for state convention and leadership upon request.
- 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.
- g) Provide materials to the appropriate chairperson by the date requested for the Kansas Convention and *Kansas Chapter Handbook* upon request.
- 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) Inform the districts of the nomination deadline for Outstanding Member. Nominations will be published on the Kansas ESA Website.
- j) Plan an introduction of the Outstanding Member in attendance at state convention. Check with the President on a time allotment for introductions.

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DUTIES OF THR OUTSTANDING MEMBER COMMITTEE MEMBER

As a member of the Kansas State Council Board of Directors you have voting power. All committees and their chairpersons have duties assigned to them by the President. These are not spelled out in the By-Laws therefore they may be altered to suit the needs of the current year.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, the state leadership seminar, and state convention.
- b) You shall serve your committee and promote its specific projects. The chairperson will meet you at the first of the year and make additional assignments for your year on the state council. You will assist with the plans, directions and duties of the committee you are assigned. This includes writing material for the *Kansas Chapter Handbook*, or leadership materials. The presentation of workshops at leadership or state convention may also be assigned. In the absence of the chairperson you may be asked to fulfill the duties of this office.
- c) You shall assist the committee chairperson in every means possible, from planning the recognition ceremony at the annual convention to judging the district entries for this contest.

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