

DUTIES OF THE PRESIDENT

MAY

Commence your annual report. If this report is kept up-to-date the task will be much easier.

- a) Check the supply of vouchers. You will need to keep an adequate supply on hand for those Chairpersons submitting vouchers at council meetings. It may be necessary to print more during the year.
- b) **Executive Board Retreat:** This is usually held the end of May or first part of June at the convenience of the Executive Board. The president will determine where this event is to be held (in a home or at another location). Invitations should be sent shortly following the state convention. The Corresponding Secretary will assist as needed (food preparations, handouts, accommodations, etc.) This retreat has traditionally been held over a weekend (Friday evening--Saturday early afternoon) for the member's convenience. **Plan your agenda.** Be sure to check with other Executive Board members regarding items they wish to discuss and include those issues in your agenda. *Most important: This is a time to become better acquainted and to plan yearly goals. Relax and have fun!*
- c) Verify reservations and plan to attend the International Convention.
- d) **IC Convention preparations:** Prepare a letter to all Kansas ESA members planning to attend IC Convention, and mail 4-5 weeks prior to convention. This is done to get an accurate count of who will attend, and helps when preparing an initial Credentials Report.
- e) Plan the first council meeting. Prepare an agenda and mail to the board. Copies may be provided to the Past State Presidents, International Council Officers, and others if you so desire. This mailing should be completed 4 weeks prior to the meeting. Notify officers and chairperson of special expectations by other means than the board letter. Planning for the meeting (meal costs, meeting location, etc.) should be left to the discretion of the hostess district/chapter/member. They should contact you only if they have questions, and in turn, you should identify special requirements for the meeting. The hosts shall provide you with meal costs, hotel locations and rates, etc., so this information is included in the board letter. A registration fee not to exceed \$10.00 may be charged by the hosts to cover the cost of the President's room and/or other meeting room expenses. Any funds remaining from the council meeting expenses will be transferred to the Kansas State Council Treasurer.
- f) Review and become familiar with the Kansas State Council By-Laws.
- g) You may wish to supply the Chaplain with specific stationary items for use during your year as President. This may be your note card, which would help defray costs.
- h) Your article for the first issue of the *News & Views* following your election may be your convention acceptance speech.
- i) Verify that the information for the next state council meeting is provided to the *News & Views* Editor
- j) Submit tentative agenda of the next state board meeting to the *News & Views*.

JUNE, JULY or AUGUST

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Distribute board letter to board members and others, as deemed necessary.
- b) Make arrangements and preparations for the Executive Board and General Board meeting.
- c) Discuss each officer's job responsibility with them.
- d) Establish your district visitation schedule, providing copies to the Executive Board. You may specifically assign officer visitations if you feel it is in the best interest of the Council. *(Usually the 1st Vice President is asked to compile this information as they works directly with the districts as their advisor.)*
- e) Meet with Committee Chairpersons on Saturday at your first council meeting. Chairpersons should come prepared to present their plans and goals. Use this opportunity to review the budget line item for each officer/chairperson, and insure they understand what is covered/included. This is an opportunity for you to interact with these officers exchanging ideas and expectations.

- f) The following materials and items should be available for all State Board members, if not previously provided at State Convention *Kansas Chapter Handbook*, District Directories (District Chairpersons are responsible for providing necessary copies for distribution to board members); stationary/envelopes to officers and chairpersons as requested; name badges; and other material deemed necessary by the President.
- g) Notify the *News & Views* Editor of specific article assignments you desire for the next issue of the *News & Views*. Include information about upcoming council meetings (date and location).
- h) Complete all work necessary to insure the state credentials are correct for the International Convention.
- i) Review and approve the first board meeting minutes for the recording secretary, prior to their being mailed to the committee to approve the minutes.
- j) Assign, if desired, the IC convention article to someone you know is planning to attend the convention. The president does not have time to assume this responsibility.
- k) Attend IC convention as the official delegate of the Kansas State Council. **TAKE THE CREDENTIALS CARDS. THESE ARE THE MOST IMPORTANT THINGS FOR YOU TO TAKE TO CONVENTION.** If you do not take the credentials cards, you may not cast the state proxy votes. Prepare agenda and ballots for the Caucus. Ballots should list all candidates running for elected office and the ESA Foundation. Those in attendance will vote on the candidate of their choice. Three designated persons will count the votes. The state president will announce the winners. These are the candidates Kansas will support. All official ballots and proxy ballots will be marked appropriately. Prepare campaign handouts if Kansas has a candidate. Take the Kansas flag, if requested. Take the small Kansas flags to be handed out for use at the Awards/Recognition Luncheon. Take a pair of white gloves for use during the opening flag ceremony. Send congratulatory letters to the newly elected IC officers, if you desire.
- l) Prepare a letter to all chapter presidents, if you desire, on matters you deem important prior to the first chapter meetings in September.

SEPTEMBER

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Attend district meetings whenever possible. RSVP to the host regarding your attendance. Be prepared to provide a BRIEF presentation at each district visitation on a subject of your choosing
- b) Begin work on the second board-meeting letter.
- c) Verify that the information for the next state council meeting is provided to the *News & Views* Editor.
- d) Submit tentative agenda of the next state board meeting to the *News & Views*.
- e) Prepare President's article for the fall issue of the *News & Views*.

OCTOBER

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Schedule committee chairpersons meeting, and other meetings you deem necessary. Include information with the board meeting notice.
- b) Mail the fall council meeting notice to council members and others as necessary.
- c) Continue district visitations in accordance with your schedule.
- d) Notify the *News & Views* Editor of specific article assignments you desire for the next issue. Include information about upcoming council meetings (date and location).
- e) Instruct the Parliamentarian to meet with her committee to review the By-Laws and Bylaws recommended changes. If changes are recommended, they shall be presented to the Executive Board at their second meeting. If approved, these changes shall be presented for review of General Board at the next general council meeting. The changes shall then be reviewed, approved at the winter council meeting for publication in the next issue of *News & Views*.
- f) Prepare verbatim for the fall council meeting.

NOVEMBER

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Plan to participate in the planned benefit by the Second Vice President for our state philanthropic project
- b) Check with the Workshop Coordinator on progress made for a motivational speaker at state convention,
- c) Begin work on Christmas greetings if you plan a mailing.
- d) Prepare article for the December *News & Views*.
- e) Verify that the information for the next state council meeting is provided to the *News & Views* Editor.
- f) Submit tentative agenda of the next state board meeting to the *News & Views*.

DECEMBER

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Send Christmas greetings at your discretion.
- b) Commence planning for State Convention.
- c) Prepare the draft of the winter council meeting agenda and letter.
- d) Communicate with the Workshop Coordinator regarding convention workshop plans or activities planned in conjunction with the winter council meeting.
- e) Approve second council meeting minutes for the Recording Secretary prior to mailing to committee to approve the minutes.

JANUARY

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Mail the winter council meeting notice to all general board members and others as necessary.
- b) Work with the Awards/Recognition Chairperson providing them with design recommendations for certificates if requested.
- c) Remind the convention chairperson that they are to prepare a notice for each elected and appointed officer, identifying their individual convention costs (meals only) for the winter council meeting. This is presented during the Executive Board meeting.
- d) Forward a copy of the IC Treasurer's report regarding payment of Kansas's chapter IC dues to the State Treasurer and the Credentials Chairperson.
- e) Send a letter to the Governor regarding the signing of the ESA Week Proclamation, if desired.
- f) If you have not already decided on your board and convention gifts, you should begin immediately Board gifts are a convention expense listed under President's Fund.
- g) Notify the *News & Views* Editor of specific article assignments you desire for the next issue Include information about upcoming council meetings (date and location).
- h) Upon notification of your official IC, ESA for St Jude, and Headquarters representative to state convention, write each of them stating your expectations for their participation in the convention. Provide them a copy of the printed agenda when available. Explain room arrangements and identify their specific hostess.
- i) Visit with the ESA for St Jude director(s) as to their plans at convention.
- j) Prepare verbatim for winter council meeting.

FEBRUARY

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Participate in the state philanthropic project.
- b) Approve the winter council meeting minutes for the Recording Secretary prior to mailing them to the committee to approve the council minutes.
- c) Write article for the spring issue of the *News & Views*.

- d) Remind the Parliamentarian that they are responsible for providing ballots for State Convention, and that they should schedule a meeting with convention tellers, pages, etc. providing them instructions on their duties during the convention.
- e) Write the Governor requesting signing of an ESA Week Proclamation. Include a copy of the information you wish to be on the proclamation. You will find this material in the President *Policy Manual*. If possible, schedule an appointment with the Governor and be present for the signing.
- f) Verify that the information for the next state council meeting is provided to the *News & Views* Editor.
- g) Submit tentative agenda of the next state board meeting to the *News & Views*.

MARCH

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Refer to STATE CONVENTION NOTES for direction at this time.
- b) Work on closing remarks/farewell speech and secure all gifts for the convention.
- c) Finalize rough draft of the printed convention program booklet.
- d) Complete a convention registration form for all official guests.

APRIL

Keep your annual report up-to-date. Keep your files and duty sheet current.

- a) Prepare (type) your VERBATIM convention agenda. See previous year for reference. Definitely a MUST for a well-run convention.
- b) Prepare changes for the Executive Council *Policy Manual*.
- c) Prepare to attend State Convention. (Refer to the section on STATE CONVENTION).

MAY (Following State Convention)

- a) Approve the spring council meeting minutes and convention minutes for the Recording Secretary prior to mailing to the committee to approve the minutes.
- b) Your closing remarks/farewell speech will be used for the summer issue of *News & Views*.

HELPFUL HINTS

- Maintain a copy of every letter you write. This not only aids you, but also is a guide for those who follow you in this office.
- Limit phone calls, but if necessary, don't be afraid to use the phone. Sometimes the only way you can get necessary information is to call. Just keep accurate records of the phone bills.
- Rely on your counselor. They have been through it and can give you much needed advice. Always be gracious and never argue with your members.
- Keep your files in order, and maintain the last two years only in the files (except for convention minutes, council minutes, leadership materials, etc.) All other material older than two years should be kept in a box so that future president's may refer to if they desire. Past vouchers should be kept in a separate box--not in the current files.
- Answer all correspondence and invitations promptly.
- If you do not know the answer to a question (or problem) find out and inform the person later. Maintain close contact with the *News & Views* Editor regarding arrangements for the paper and assignments for each issue.
- READ, STUDY, AND KNOW the Kansas State Council By-Laws and standing rules. Study up or take a course on parliamentary procedure. Your parliamentarian advises only. You are the one who makes the final decision.
- If you are unable to travel to a chartering ceremony, you might send a card or flowers. This expense can come from the President's Fund. Try to write your own ceremonies, rather than take them directly from a ceremonies book. Never travel without a ceremony (book) to any event. You never know when it will come in handy.

- Your Corresponding Secretary is to assist with your heavier correspondence, but you may want to do much of the lighter correspondence. This is up to you, and whatever works best for you and your Corresponding Secretary. Inform them ahead of time what correspondence you expect them to write/draft. Treat them with special care and don't burn them out.
- The President's Fund is used to cover the following expenses: Gasoline for district visitations, council letters, other correspondence, postage, handouts, and special gifts to be given to designated persons at the conclusion of each council meeting, gifts for new chapters, and other expenses deemed necessary until the fund is depleted.
- In recent years a contribution to the charity of your choice has been made in honor of the board as a gift from the state president in lieu of individual gifts. When the President's Fund has been depleted, remaining expenses are the financial responsibility of the president.
- Be sure you know what each budget line item includes. Understand your annual budget and follow it. Go over each officer/chairperson line item in the budget and ensure they understand it.

STATE CONVENTION

- a) Work closely with the convention committee in coordinating the theme and plans. You are responsible for preparing the convention agenda.
- b) Meet with the convention chairperson early and begin formulating convention plans.
- c) Make convention appointments in February. You may have to write several letters or even make some phone calls, so allow plenty of time. You must complete this early so you can give this information to the convention committee, for printing in the convention program book. The following committees are required:
 - Tellers Minimum of four. One shall be designated as chairperson.
 - Doorkeepers Minimum of three doorkeepers for each general assembly.
 - Timekeepers Minimum of one for each general assembly.
 - Pages Two for each general assembly.
- d) At the President's discretion a resolutions committee may be appointed that may consist of a minimum of three people or the entire chapter from the same town/chapter.
- e) With the assistance of the state chairperson, decide on the state philanthropic projects and ESA for St Jude speakers and programs.
- f) Forward invitations to attend the Kansas State Convention to any IC Officer, state president, or ESA honorary members to whom you wish to extend an invitation. This can be a formal printed invitation or a formal letter invitation. These should be in the mail no less than 30 days prior to start of convention.
- g) Other convention appointments to make in February.
 - Person providing response at the opening of convention during the first general assembly.
 - Person to report on the IC Convention during the Third General Assembly (Sunday morning).
 - The committee to read the minutes of the general council meeting and state convention.
- h) In conjunction with the convention chairperson, develop a printed convention program book so it is forwarded to the printer on time.
- i) Prepare a convention agenda for use by the general board members. Forward their copy along with the board letter four weeks prior to convention.
- j) Write your IC representative early and let them know what you would like for them to assist you with at convention.
- k) Remind the State Treasurer to send a list of all paid chapters to the Convention Credentials Chairperson 30 days prior to convention. If changes occur in this report, the Credentials Chairperson must be kept informed. A full Credential Report (prepared by the Treasurer) shall be given to the Credentials Chairperson and the President at the beginning of convention.
- l) Remind the Parliamentarian to write to all convention appointees. Send a completed list with names and addresses, so they in turn can write them with special instructions for meeting with them at the start of convention.

- m) You should prepare a list of those persons for whom you will present a gift, and coordinate the cost for inclusion in the Convention Budget. A suggested list of those you should purchase gifts for are as follows:
- International Council (official representative) and/or Headquarters Representative State philanthropic project guest(s)
 - ESA for St. Jude Coordinator from International Council (in attendance at this convention) Easter Seals Guest
 - Lamplighters involved in opening/closing ceremonies. Convention appointees: tellers, doorkeepers, etc.
 - Convention Committee
 - Resolutions Committee members if appointed
 - Distinguished Athenian Award Winner
 - Outstanding Youth Award Winners
 - Other guests you deem necessary
 - Members of council Board of Directors
 - Recognition of Past State Presidents--possibly with flowers
- n) Gifts that are the President's responsibility include:
- Corresponding Secretary
 - Installed Officers for the president's year (this would be in addition to the Board gift, as you desire and may be presented at the Executive Board Dinner on Thursday evening).
- o) Extend an invitation to the director of our state philanthropic project to attend the Awards/Recognition Luncheon.
- p) DO NOT FORGET TO prepare your VERBATIM convention agenda.
- q) Prepare seating charts for **all** special functions. This should be included in the officer convention packets, or provided at the last general council meeting prior to convention.
- r) Plans for your convention reception and breakfast should be assigned to someone from your chapter. The plans must be coordinated through the convention chairperson.

SUPPLIES IN THE PRESIDENT'S POSSESSION

- President's *Guide Policy Manual*
- *Past President files*
- ESA Banner and Gavel
- Vouchers for payment with council funds
- Four Flags: American flag, State flag of Kansas, Christian flag and ESA flag (Flags are passed from convention chairperson to convention chairperson).
- Excess Kansas State Council letterhead, envelopes, and note cards.

ADDITIONAL SUPPLIES YOU WILL NEED

- If you have a home computer you will need copy paper to run additional copies of correspondence for the retention.
- It is also advisable to have a 3-hole paper punch, scissors, scotch tape, white out, stapler, adding machine, pencils, pens, note pads, rubber bands, paper clips, and other office supplies to carry with you to council meetings as well as for your convenience at home.

STATE COUNCIL MEETING INFORMATION

SUMMER STATE COUNCIL MEETING

- Plan the meeting and prepare the board agenda.
- Mail the board agenda to members at least four weeks in advance--Include information regarding meals and room arrangements in the board letter.
- Include specific duties you wish officers and committee chairpersons to perform in the board letter. Name a committee to review and approve the board meeting minutes (a chairman and two other members are recommended).
- If the Auditor has not completed their audits, inform the officers who need their books audited that this will be done prior to the general council meeting on Sunday.
- Remind all officers and committee chairpersons that they should have received their files by the first council meeting. If they have not, they are to contact their predecessor immediately and coordinate receiving these files.
- As President you should meet with the committee chairpersons and set goals for the year. Explain what is expected of them as board officers, and some of the things you would like to see accomplished during the year. This is also an excellent time to have a state council leadership training session for your officers and board. The main thing is to get your board started down the road you wish to travel. Make sure they understand your goals and are willing to help achieve them.

FALL STATE COUNCIL MEETING

- Contact the District D Chairperson to confirm plans for the State Council Meeting and the state philanthropic project, which will take place at the time of the second council meeting. The second vice president coordinates most of these activities.
- If there are By-law changes, they should be presented to the board at this meeting. This is the responsibility of the Parliamentarian.
- Remind the Awards/Recognition Chairperson to develop the Awards/Recognition certificates.

WINTER STATE COUNCIL MEETING

- If there are any by-law changes, they must be presented to the council at this time. This is the responsibility of the Parliamentarian. The Parliamentarian will notify the *News & Views* editor and submit them for printing in the March issue of the newspaper.
- Discuss convention. The Convention Chairperson should be ready to present a tentative convention budget and agenda, and the Registration Chairperson should be ready to present registration information for board approval.
- The Workshop Coordinator should be ready to present a list of workshops to be held in conjunction with state convention as well as a list of presenters.
- The general Awards/Recognition Chairperson will hand out certificates to the various chairpersons during this weekend.
- Review duty sheets to determine their adequacy or need for update.
- Chapter contest forms are to be discussed and voted on. Chairpersons should be ready to present a motion on form "changes" or "no change".

It is important to maintain contact on a regular basis with your officers and committee chairpersons. Always follow-up regarding any scheduled event or activity throughout the year. If problems would arise, always ask those in charge if you can assist in any way.

- *Most of all make those around you feel comfortable and always encourage the future leaders of our organization.*

ESA INTERNATIONAL PROTOCOL

Protocol can be defined as the ceremonial forms and courtesies that are established as proper and correct in official communications and dealings.

Within the ranks of ESA we have many levels. Custom has established certain rules and procedures and the order in which officials should be received. Those persons holding a high position or office in ESA should be greeted as provided those courtesies deemed proper and correct in accordance with their rank.

Typical rankings are:

- International Council Officers, elected then appointed
- Headquarters Representative(s)
- International Council Past President(s)
- State Council Officers, elected then appointed
- State Council Past President(s)
- City Council/District Officers, Elected then appointed City Council/District Past Chairman
- Chapter Officers, elected then appointed
- Past Chapter President(s)

If you are inviting an ESA VIP, make it clear whether they are a guest and whose guest. This is particularly true of State Council meetings. Be sure to indicate if you expect them to do something, even if it is only to speak a few words.

Chapters and City Council Districts who have members on the state executive board or international council should extend the necessary courtesies at all times.

RECEIVING LINE

The President heads the line followed by the guest of honor, then other officers and guests, according to rank.

Someone should bring the guests to the receiving line and introduce them to the President. The President should then introduce them to the Guest of Honor.

SEATING ARRANGEMENTS

(FOR MORE FORMAL OCCASIONS) The presiding officer should be seated in the center with the most honored guest on their right. The ranking speaker is entitled to this place unless another guest outranks the speaker. In this case, the speaker sits to the president's left.

If a toast master or master of ceremonies is present, they should sit to the right of the President, with the space between them. If there is no toastmaster, and if the program or general chairman presents the speaker, they are placed in this position.

Honored guests are seated in order of their importance--placed to the right and left of lesser club officer. However, seating to the right is rated in a greater distinction than one to the left.

Having those at the head table meet together in an anteroom prior to their entrance and line up as they are to be seated lessens confusion in seating guests at the head table.

If an invocation is a part of the program, the person giving it is seated at the head table.

Your first consideration is to the size of the head table. Many places have room for only a limited number. By the same token, an overly large head table with but a few seated is ridiculous and you have a problem of padding. Find out as soon as possible the capacity of the table, and then go to work.

The ranking state or international council officer, headquarters representative, and your guest of honor are MUSTS. Your board is a Must.

ESA INTERNATIONAL ETIQUETTE

GUEST SPEAKERS: Good speakers are not frequently found; they deserve your careful thought and attention. A speaker should be contacted far in advance of the desired date of a speaking engagement. After you have made arrangements for the services of a speaker, your speaker will need to know:

1. The size, history, membership and interest of the group.
2. The number in the audience, its makeup (all women, men, or a mix, adults, approximate age, professions, guest visitors.
3. The date of the speaking engagement.
4. Time allotted for the talk.
5. Time speaker will appear on the program.
6. Whether the speaker is invited to be present during the business or entertainment part or the program. (Allow speaker to decide.)
7. Who the escort will be, and what time and where to meet.
8. The name and address of the meeting chairperson.
9. Decide who will introduce the speaker.
10. Names of other guests at the speaker's platform or table.
11. If a press interview is arranged, permission from the speaker to be interviewed beforehand.
12. Will a question and answer session be expected?
13. A copy of the program as a guide to other speakers and their subjects before the meeting.

If your speaker wishes to leave at the end of the presentation, thank the speaker on behalf of the group, and have an escort nearby to take the speaker to his transportation. If you are giving the speaker a fee, expense money, or gratuity; present it in an envelope before the speaker leaves the meeting.

A letter of appreciation from your group is a necessity, and an informal note from an officer will be welcomed.

INVITATIONS: Don't buy invitations because they are cute and have eye appeal. The occasion dictates type of invitation to be used. R.S.V.P. or r.s.v.p. is correct. Be sure to state to whom and by when the reply is to be made, giving name, address, and phone number.

ACCEPTANCE: After accepting an invitation, you should notify the hostess should you find you are unable to attend. Never hesitate to call the hostess when in doubt as to the proper dress for the occasion.

TELEPHONE CONVERSATIONS: When you are phoning an ESA member outside of your immediate circle of ESA, identify yourself by chapter or council, city and state.

ATTENDING MEETINGS: Study the list and remember that the most important VIP is seated to your right. The next important VIP is seated to *your* left and then alternate your guests right and left at the table, always starting "RIGHT", with an executive board member to the right and left of each guest.

For those that cannot be accommodated at the head table, arrange for a special table or prime seating immediately adjacent to the head table. Then arrange a hostess service, i.e. be sure there is someone near or at the registration desk who will be on hand to seat the "name" or at least let them know where they are seated.

When a meal is involved, the President should be served first, then the honored guests. For assemblies or meetings, the parliamentarian sits to the right of the President and the other officers are placed to the left and right of the President, according to rank.

After you decide who is going to be seated where, be sure no one changes it. If it is to be a large group, make a chart for yourself. Introductions and presentations are going to be necessary and there is nothing more disconcerting than to find the person being introduced or presented not where you expected them to be. You will feel embarrassed if you look north and the person you want is on the south.

INTRODUCTIONS AND PRESENTATIONS: Introductions and presentations can and do take a great deal of time. Yet, they are a must of gracious courtesy. They need not be overly elaborate; but please do not race through them. You are showing the respect of those in attendance to one of importance. There is no set formula or wording. Find one that is gracious and easy for you.

You present those known to your audience. You introduce strangers to the assemblage. If they are speaking or doing some task for you, guests must be introduced or presented by the presiding officer. Presentations can be made, and often are, by the official hostess of the group, usually the First Vice President. If the task to be performed is concerned with a chairman it is advisable that the initial presentation or introduction be gracious simplicity and that the more elaborate detail be left to the chairman concerned to be given immediately preceding the purpose of the pretense.

Guests, be they members or ESA or otherwise, take a bit of researching. (This may be the responsibility of the President, the official hostess or a chairman.) A gracious introduction should include a bit of personal history. Actually, this is where you have an opportunity to explain to the audience why this particular person is there and what their background is, to make them welcome. It is seldom you aren't aware in plenty of time to secure the information, even if you have to get in touch with the person. There is no need of a full-length biography, but do have something to say besides a name and offices held.

1. Know your speaker
 - a. Meet with them personally
 - (1) Get information on their history
 - (2) Give literature and tell about ESA
 - b. Meet them through the mail
 - (1) Get information on them
 - (2) Send literature and tell them about ESA.
2. The actual introduction
 - a. Important--a good speech or introduction never lasts more than 90 seconds (there is always that chance you are giving some of the speaker's speech.)
 - b. Follow a simple formula: Let's call it the QUQ formula
Q.--The question or subject of the Talk
U.--The "You", tie it into the audience interest
Q:--The qualifications of the speaker. Why they are qualified to speak on the question or topic.
 - c. Don't try to be funny, leave it to the speaker.
 - d. Be enthusiastic, your audience will be excited about your speaker if you are.
 - e. Try not to read the introduction (but do write out the name). If they are worth having on the program, you should know your stuff.
 - f. Be certain to save the name till last. Then sing it out clearly and distinctly.
 - g. After you have announced the speaker by name, you lead the applause.

INSTALLATIONS AND AFFILIATIONS: These should be conducted so that all those in attendance may view not only the installing officers and affiliation official, but also the entire group being installed or affiliated. All should be facing or partially facing the audience.

1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8
New Officers Old Officers

INSTALLING OFFICER(S)

The Senior Past State President, assisted by a person chosen by the Incoming President, normally handles the plan for installation of officers.

NEVER position your groups so that they have their backs to the audience.

NOTES FOR IC CONVENTION

Upon arrival, check the Kansas registration book to see who has arrived. You need to know this prior to the credentials meeting so you will know how many ballots to get for those serving as delegates. (This procedure changes sometimes from year to year. Check with the IC Credentials chairperson if you do not hear from them by the first of June.)

Every member who attends the IC convention cannot necessarily be a voting delegate. They can vote only their chapter's votes.

Once you know the size of the Kansas delegation, request a room be reserved (or write to the local convention chairman for the state caucus. If the group is small (under 25) you should be able to host the meeting in your room

Credential Cards: The incoming state president will have these at the state convention for signatures by chapter Presidents. Those not signed by chapter presidents, or a chapter delegate, may be signed by the State President even if you assign the votes to a member attending the IC convention.

Do your homework prior to IC convention regarding credentials and there will be no problem. Read the credential booklet you receive at the State President's Leadership Seminar--great help.

Take a Kansas State Council Directory to IC Convention with you for the incoming IC President. Order a corsage or purchase a gift etc. for any Kansas member running for IC office.

Schedule two group pictures with the IC Convention photographer, one in conjunction with the caucus and one formal picture taken prior to the Saturday banquet.

Council will give you information; directions on matters you are involved in such as flag ceremony, luncheon meetings, etc. (Bring a pair of white gloves.)

CAUCUS

1. The time for the caucus is generally set prior to your arrival at convention.
2. Discuss and vote on the next convention site (if required). Show of hands or ballot if multiple choice.
3. Take enough paper for ballots (or have someone make them and bring along).
4. Refreshments are a legitimate convention expense.
5. Discuss and vote on each office where there is competition. (Take the Jonquil with you.) Use ballots. Kansas will cast proxy votes with the majority.
6. Ask your officers in attendance to assist in counting the ballots.
7. Emphasize to those in attendance that the results of the caucus should not be discussed outside the caucus room.

STATE LEADERSHIP SEMINARS

You should be kept apprised of all plans for the State Leadership Seminars for all ESA members. Be sure to include the information in your *News & Views* article as appropriate. Be available for suggestions and respond to questions asked from the Workshop Coordinator and District Hostess.

(REVISED JANUARY 2013)