

DUTIES OF THE PUBLICITY 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 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.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and the 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) Prepare articles for the *News & Views* when requested.
- d) 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.
- 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.
- g) Present workshops for state convention upon request.
- h) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- i) You shall forward articles to the *JONQUIL* and the *News and Views* on special occasions and activities of the Kansas State Council. This includes, but is not limited to all special state philanthropic projects, State Council Meetings, etc. Pictures are encouraged. Be prepared to write news releases and have them ready for the chapters to utilize for state convention and other special events.
- j) You shall correspond with chapters concerning publicity and getting the news of ESA before the public.

GENERAL SUGGESTIONS

Always proofread articles for spelling and grammatical correctness. Your samples of press releases, articles, etc. are used by the membership, and reflect the caliber of the organization. Use your committee to review all press releases, articles, etc. for spelling and grammatical correctness. (Does it say what you want it to say?)

(REVISED JANUARY 2013)

DUTIES OF THE PUBLICITY COMMITTEE MEMBER

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.

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 the annual state convention and/or 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 committees and their chairpersons have duties assigned by the President. These are not spelled out in the 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 shall 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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