

DUTIES OF THE SCRAPBOOK CHAIRPERSON

According to the By-Laws a State Scrapbook Chairperson will be appointed. The Chairperson shall be responsible for making a scrapbook for presentation to the outgoing State President. Chairperson shall be responsible for the display of chapter scrapbooks at state convention.

As a member 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 list of helpful hints and a file of your work including copies of letters, suggestions, or 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 being presented before the close of the fiscal year.
- e) Present workshops for state convention upon request.
- f) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) 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.
- h) 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.
- i) You shall be responsible for taking photographs, collecting favors, decorations, etc., when in attendance at various functions for the president's scrapbook. Take your camera with you to the state council meetings during the year. Impromptu pictures provide a great record of the year's activities, and may be a great source of information for the scrapbook. If unable to attend a state council meeting, make every effort to have someone take pictures, etc. for you.
- j) You will receive many items from the president as they travel to special functions throughout the state.
- k) It is wise to catalog information as it is received to prevent the materials from becoming mixed up. It is essential to have pictures identified with names of those persons in the photograph, as it will be impossible to remember all the people in these pictures.
- l) Make every effort to obtain information from all chapters across the state. These may be solicited at meetings, through correspondence and/or articles in the *News & Views*.
- m) You shall be responsible for taking pictures of the following groups at the fall state council meeting:
 - Elected officers only
 - Elected officers plus Chaplain
 - Parliamentarian
 - *News & Views* Editor
 - Counselor
 - Committee chairpersons
 - Committee members
 - First Vice President and District Chairpersons
 - Other pictures as directed by the President
- n) Display the scrapbook cover at state convention during your tenure. **You are responsible for completing the book by the following state convention for display and presentation.**

(REVISED JANUARY 2013)

DUTIES OF THE SCRAPBOOK 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 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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