

DUTIES OF THE SOCIAL 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 list of helpful hints and 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 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 and leadership 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 spreading "ESA love and enthusiasm" at each state council meeting in whatever manner the committee deems necessary within reasonable limits. You will be responsible for the introduction and acknowledgment of guests at each state council meeting. It shall be your duty to see that all guests feel welcome at these meetings.
- j) You and your committee may provide small favors for guests at a reasonable cost--these may be donated.
- k) You shall work with the president and the district hosting the state council meetings to see if they desire you to plan some social activity during the weekend.

(REVISED JANUARY 2013)

DUTIES OF THE SOCIAL 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 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 program by the Workshop Coordinator.

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