

DUTIES OF THE ESA FOR ST. JUDE SENIOR COORDINATOR

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 Workshop Coordinator.

As a member of the Board of Directors of the Kansas State Council you have voting power. As a board member you are required to maintain a file of your activities, together with the materials received from your predecessor, to pass on to your successor at the close of the annual convention.

As Senior ESA for St. Jude Coordinator, you shall be the state coordinator of our international philanthropic project, St. Jude Children's Research Hospital. You shall serve as liaison between the St. Jude office and the Kansas ESA membership. Educating our members on the importance of the treatment and research programs initiated at St. Jude, and encouraging fund-raising activities and support in the state are your main responsibilities.

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 and other times when appropriate.
- d) Present workshops for state convention upon request.
- e) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- f) Prepare files and forward to the incoming Senior ESA for St. Jude Coordinator as soon as possible after state convention.
- 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) Provide the Second Vice President with a complete list of donations received through March 31 by chapter for verification of information provided on the chapter Philanthropic Report Forms.
- j) Prepare the Junior ESA for St. Jude Coordinator for these duties the following year.
- k) Plan, coordinate, and execute a unique fund raising event (i.e. walkathon) in conjunction with the annual state convention.
- l) You are the coordinator to ESA's International Philanthropic Project and you should:
 - Present the ESA for St. Jude campaign at state council meetings and convention. Educate chapters and districts about St. Jude.
 - Encourage chapter participation in special event activities, make event planning readily available, and offer advice to ensure the success of the event.
 - Communicate frequently with chapters and members by phone, letter, or *News & Views* articles to determine chapter activities. It is essential that planned special events are booked with the St. Jude office.
 - Check received from chapters **SHOULD BE MADE PAYABLE TO ST. JUDE CHILDREN'S RESEARCH HOSPITAL**. Forward them to ESA for St. Jude at ESA Headquarters with a Donation Report Form.
 - Acknowledge each chapter, district, or individual making a donation.
 - Maintain an accurate account of donations received. Record these on ledger sheets or on a computer spreadsheet by chapters.

- The St. Jude year is July 1 through June 30; however, the Kansas philanthropic year is April 1 through March 31. The date of a check received is important for computing awards at the end of the year.
- Each month Headquarters provides the state coordinator with a list of chapters that sent donations through Headquarters or the coordinator. Compare this list with your records ensuring agreement. Add information to your records for donations sent directly to the St. Jude office.
- Prepare a monthly activity report, including your expense report, and forward to the St. Jude office. Justifiable coordinator expense is any expense incurred by the coordinator promoting St. Jude and St. Jude Children's Research Hospital that would not have otherwise incurred as an ESA member.
- Present a bill (in triplicate) for expenses to date at each council meeting, with a final bill being presented before the close of fiscal year. Usually the only expense to the Kansas State Council is for printed copies of reports provided at state council meetings.
- Contact the state president to see if they desire a speaker during state convention from St. Jude Children's Research Hospital. You should contact the St. Jude office with the date, time, type of program, etc. in securing the speaker. The speaker's meal comes from the St. Jude Committee budget.
- Present awards/recognitions to the winners of any contest for St. Jude projects at state convention.

(REVISED JANUARY 2013)

DUTIES OF THE ESA FOR ST. JUDE JUNIOR COORDINATOR

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 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. As a board member you are required to maintain a file of your activities together with the materials received from your predecessor to pass on your successor at the close of the annual convention.

ESA for St. Jude Coordinator is a two-year appointment. The ESA for St. Jude Junior Coordinator shall automatically become the Senior Chairperson the second year of their appointment. As Junior ESA for St. Jude Coordinator, you assist the Senior ESA for St. Jude Coordinator with our international philanthropic project, St. Jude Children's Research Hospital, as requested. You assume the duties of the Senior Coordinator in their absence or inability to serve.

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, helpful hints or suggestions, and ideas for the incoming chairperson. *Do not use legal size paper.*
- c) Assist in the preparation of 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) Assist in the presentation of workshops for state convention upon request.
- f) Assist in the presentation of materials for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- g) Prepare files and turn them over to the incoming Junior St. Jude Coordinator as soon as possible after state convention.

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DUTIES OF THE ESA FOR ST. JUDE 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 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 Committees and their chairpersons have duties, which are 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 may include writing material for the *Kansas Chapter Handbook*.

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