

## **DUTIES OF THE TECHNOLOGY 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.

You are responsible for maintaining and updating the Kansas ESA web site in a timely manner.

You 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 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) Maintain a file of your work including copies of letters, any helpful materials and suggestions, ideas for your successor. Prepare a list of helpful hints for the next Chairperson. *Do not use legal-size paper.*
- c) Prepare 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.
- d) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.

(REVISED JANUARY 2013)

## **DUTIES OF THE TECHNOLOGY COMMITTEE**

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 shall present a workshop at annual 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, the state leadership seminar, and the annual 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* or leadership materials. In the absence of the chairperson you may be asked to fulfill the duties of this office

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