

DUTIES OF THE WAYS AND MEANS 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 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 initiate a ways and means project, other than the president-elect's charm, to provide additional revenue for the Kansas State Council. The budget specifies the amount to be raised by your committee. The president shall approve the project prior to its announcement to the general board. The project shall be set at the summer State Council meeting.
- j) Coordinate with the president-elect on the design of their charm. They should approve a sample design as early as possible. Price quotes from two or more suppliers must be available for the president-elect to present to the Executive Board at the Fall State Council meeting. The Executive Board will approve all costs and the number of charms to be ordered at the Fall State Council meeting. The charms shall be sold at all state functions, and provided to committee members to sell at district meetings throughout the state.
- k) Proper record keeping of all sales is the chairperson's responsibility.
- l) Presidents' charms will be available for a period of three years. Any remaining charms at the end of those three years will be returned to the past-state president.

(REVISED JANUARY 2013)

DUTIES OF THE WAYS AND MEANS 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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