

## DUTIES OF THE STATE WORKSHOP COORDINATOR

According to the By-Laws: The Workshop Coordinator shall coordinate all materials and activities concerning the workshops for the annual convention and all leadership seminars.

As a member of the Executive Board and the Kansas State Council Board of Directors, you have voting power.

### OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, executive board retreat, and the annual state convention.
- b) Visit chapters and/or districts whenever possible, give assistance when needed and act as a good-will ambassador for the state council at all times. The president may give specific district assignments at the first state council meeting.
- c) Maintain a file of your work including copies of letters. Include any helpful materials and suggestions or ideas, for your successor. Do not use legal size paper.
- d) Prepare articles for the News & Views when requested and/or other times when appropriate.
- e) 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.
- f) Present a bill for expenses to date at each state council meeting, with a final bill being presented, before the close of the fiscal year May 31, or by the date specified by the President.
- g) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- h) Coordinate and plan all workshops for the state council meetings and the annual state convention as requested by the President.
- i) You shall plan the workshop theme for the annual state convention; coordinating all assigned duties and specific items needed to carry out the theme in conjunction with the president.
  - Coordinate room requirements with the convention committee.
  - Set the fee (if any) for attending the annual convention leadership. This shall be approved by the executive board and board of directors at the winter meeting.
  - Make necessary assignments for various areas of the workshops.
  - Work with the President early in the year to obtain a speaker for the leadership portion of the annual convention workshops.
  - Incorporate the President's special requests into the workshop/leadership activities at the annual convention.
  - Prepare an evaluation form for use by the general membership to provide feedback on the effectiveness of the workshops and the presenters.
  - Meet with the convention workshop presenters at the fall and winter council meetings. Special requirements (microphones, overhead projectors, wipe on/off boards, etc) must be identified early in order for the convention committee to coordinate acquisition of this equipment. Remember, special requirements such as these are costly and must be paid for from the annual convention revenues.
  - Following the annual convention, summarize the evaluation forms received from each workshop. Provide feedback to the workshop presenters for consideration in next year's planning.
- j) Files should be maintained for three years. Files older than three years should be returned to the past Workshop Coordinator for that year.

(REVISED JANUARY 2013)