

APPENDIX A - APPOINTED OFFICERS

Article I – Duties of Appointed Officers

- A. All appointed officers shall maintain records for the current year plus two previous years. Goals for the coming year shall be given to the President by the planning meeting. Said goals to be published in the Fall Buckeye Jonquil.

Section 1 Association of the Arts

- A. Promote the Arts and encourage member participation in the program
- B. Present the year's campaign and/or theme at the planning meeting. Keep the membership informed of activities through the Buckeye Jonquil.
- C. Keep in permanent form the Association of the Arts book so it may be turned over to the new Chairman at the end of the year.
- D. When an official contest is planned for the Ohio State Convention:
 - 1. Set up rules for entries, prepare the entry form for exhibits, and prepare a judging form to be used by judges and/or voting by membership.
 - 2. Be responsible for notifying the Awards Chairman of the winners (no more than two) for each division entry plus "Best of Show."
 - 3. Set up a numbering system to place on exhibits.
 - 4. Work closely with the Convention Chairman to set up a room with security for the exhibits.
 - 5. Obtain impartial judges for judging entries during the Convention.
- E. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 2 Awards Chairman

- A. Keep a-current set of contest rules and entry forms.
- B. Review contest forms yearly and submit any revised forms to the Executive Board at the Fall Council Meeting to then be sent to the OSC Webmaster for posting onto the OSC Website.
- C. Collect all awards at the Spring Meeting.
- D. Purchase any necessary certificates, including the Outstanding Sisters and Outstanding Pledges.
 - 1. Each chapter may submit (1) member and (1) pledge.
 - 2. A written description of their accomplishments shall be submitted to the Awards Chairman, no later than (2) weeks prior to the State Convention. This description shall be no longer than (1) page.
- E. Arrange and preside at the contest judging meeting, when applicable.
- F. Hildagarde Brooke Award
 - 1. This award is given for outstanding service to the State Council, MARC and/or International Council.
 - 2. A written description shall be submitted to the Awards Chairman with the accomplishments as well as why the nominee should receive the award. It shall be no longer than one (1) page. This will be submitted no later than (1) month prior to the Ohio State Convention for judging.
- G. Convention Duties
 - 1. Coordinate distribution of awards with the Convention Chairperson at Convention.
 - 2. Have proper amount of certificate/gifts/plaque ready for presentations.
 - 3. Receive all contest entries by mail, e-mail or in person by Friday of Convention.
 - 4.. Arrange and preside at the contest judging meeting if necessary.
 - 5. Make certain the certificates are assembled in proper order prior to their specific presentation.
 - 6. Coordinate with the Association of the Arts Chairman to have certificates completed prior to their presentation.
 - 7. Work with the current President to make the Awards Luncheon presentations creative and FUN!!!
- H. Submit to the incoming Editor the list of award winners to be published in the

Fall issue of the Buckeye Jonquil.

- I. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and//or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 3 Chaplain

- A. Send notes of cheer or sympathy to members and/or families of members in the event of illness or death.
- B. Make certain the International Chaplain has your e-mail, so you can receive the weekly report from her. You can then forward that e-mail to all members, along with any other information, or inspirational thoughts that needs to be relayed to the council.
- C. Submit report for publication in the Buckeye Jonquil.
- D. Be responsible for the invocation at each meeting and all meals of the Ohio State Council.
- E. Notify the ESA International Council Chaplain of a death of a member or immediate family member, plus any serious illnesses.
- F. Be responsible for a memorial service for members and/or families of members who have died in the past year.
- G. Turn over any supplies to the successor.
- H. Review Protocol Book for accuracy of position and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 4 Corresponding Secretary

- A. Assist the President with all communications necessary during the year.
- B. Serve as the President's messenger.
- C. Distribute all notes and correspondence at the board meetings and all necessary correspondence at the general assemblies.
- D. Immediately after election, obtain a list of the new officers and their address, e-mails, and phone numbers to forwarded to ESA Headquarters, electronically.

- E. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the mater file on the website

Section 5 Educational Director

- A. Be prepared to assist chapters in the selection of an educational program.
- B. Be responsible for conducting workshops when requested.
- C. Comply with ESA International Council's guidelines for educational awards.
- D. Keep a notebook relative to the procedures to be followed in submitting reports and provide to chapters any necessary reporting forms.
- E. Serve as a member of the contest judging committee, when applicable.
- F. Encourage chapters to participate in the Educational contests by submitting articles for the Buckeye Jonquil and/or directly to said officer within their chapter.
- G. Determine chapters who qualify for the Gold Link Award per IC guidelines, order the certificates from Headquarters, and fill out the certificates to be presented at the state convention.
- H. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 7 – Easterseals Chairman

- A. Promote the Easterseals Program/mission at meetings, via the Ohio website, and the Buckeye Jonquil. Encourage member participation in fund raising efforts and local Easterseals events.
- B. Serve as liaison between the IC Easterseal Chairman and Ohio members.
- C. Distribute the required Easterseal report form to all chapters in the most appropriate format. Consolidate member reports and submit the completed report to the International Council Easterseal Chairman as requested.

- D. Educate the membership about Easterseals. Conduct informational and fun workshops as requested.
- E. Increase community awareness of ESA's association with Easterseals. Encourage chapters to contact their local media and to work with them on feature stories, coverage of fundraising events, etc.
- F. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior the planning meeting.
- F. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revision to the master file on the website.

Section 8 Membership Chairman

- A. Serve as the official membership chairman for the Ohio State Council and be prepared to conduct ~~rushing~~/membership workshops as requested.
- B. Encourage chapters to continue active ~~rushing~~ membership programs by preparing and mailing helpful information to Chapter Vice-Presidents at state meetings, via email and articles in the Buckeye Jonquil.
- C. Refer list of Members-At-Large, Recommend-A-Friends and Transfers to chapters as they become available.
- D. Support the formation of new chapters in the state, including collegiate opportunities.
- E. Write an official Letter of Welcome on behalf of the Ohio State Council to each new chapter and each new pledge.
- G. Support the formation of new chapters in the state, including collegiate opportunities.
- H. Maintain records for the current year plus two previous years as provided for in the bylaws. All records must be passed on to successor prior to the planning meeting. Review Protocol book for accuracy of position description and submit changes and/or suggestions go the Parliamentarian for revisions to the master file on the website.

Section 9 Philanthropic Chairman for OSC Projects excluding Easterseals and St. Jude.

- A. . Be responsible for conducting workshops whenever requested.
- B. Keep an accurate and detailed record of all receipts and disbursements made for State philanthropic projects.
- C. Be responsible for distribution and updating of required philanthropic report forms to all chapters.
- D. Be responsible for a completed report to the ESA International Council Philanthropic Chairman of all chapters' philanthropic projects.
- E. Secure recommendations from chapters for State philanthropic projects prior to the Winter Council meeting. The top recommendations will be presented to the membership at the Winter Council Meeting with a vote at Convention.
- F. Serve as a member of the contest judging committee. when applicable.
- G. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.
- H. Keep an accurate and detailed record of all receipts and disbursements made by the OSC Chapters for State Philanthropic project(s) voted on by the Membership at the previous Ohio State Convention and report to the membership at the next OSC Convention the results of these donations. All information can be obtained from the Ohio State Philanthropic form, or the ESA Foundation Turn Around Fund Request section of the Foundation Contribution Form.

Section 10 St. Jude Chairman (Circle of Life)

- A. Promote St. Jude Programs and encourage chapter participation with the State. Council.
- B. Serve as liaison between St. Jude Circle of Life and Ohio State Council membership.
- C. Present the year's St. Jude Campaign at Council meetings and State Convention, and educate the chapters on St. Jude Children's Research Hospital.

- D. Encourage chapter participation in special event activities, make event planning information readily available, and offer advice to assure the success of the event. NOTE: All activities must be booked through ESA for St. Jude at ESA Headquarters.
- E. Communicate frequently with the chapters and members by email and the Buckeye Jonquil, to celebrate member activities.
- F. Increase community awareness of ESA's association with St. Jude Children's Research Hospital. Encourage chapters to contact their local media and to work with them on feature stories, coverage and fundraising events, etc.
- G. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 11 Registrar

- A. Maintain an up-to-date list of paid council chapters and Members-At-Large. At each Council meeting and Convention submit a tally sheet to the President listing paid chapters and the number of votes to which they are entitled.
- B. Take roll call for attendance at each State Council meeting and the General Assembly of the State Convention. When required, take roll call votes.
- C. The Recording Secretary will assume the duties of the Registrar if one has not been appointed.

Section 12 Sergeant-at-Arms

- A. Be in charge of the ballot box and supervise the counting of ballots. Record and maintain results.
- B. When there is no sergeant at arms the parliamentarian will perform these duties.

Section 13 Ways and Means Chairman

- A. Be responsible for conducting workshops when requested.
- B. Present suggestions helpful in fundraising projects to the Council chapters.
- C. Be responsible for State Ways and Means projects when required.
- ~~D.~~ Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit the changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 13 Travel Fund – optional Ways & Means for funds as needed.

- A. Plan and promote a raffle to be held at state meetings.
 - 1. Assign chapters to donate raffle items for a specific meeting.
 - 2. Provide the supplies to hold the raffle.
 - 3. Count funds, report to those in attendance, and give the money to the state Treasurer.
- B. Arrange for raffle space and time with the hostess chapter.
- C. Plan and support the state ways & means project. Provide information to the membership and publish articles in the Buckeye Jonquil.
- D. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 14 Local Convention Chairman

- A. Be responsible for planning, scheduling and reporting of the annual State Convention. Prepare a preliminary budget for submittal to the-Vice President.
- B. Prepare a final report, including a financial statement, for inclusion in the subsequent Fall issue of the Buckeye Jonquil.
- C. Be responsible for the preparation of a detailed final report to be passed on to the next chairman.

- D. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

NOTE: See more detailed information in the Convention Planning Guidelines included in the Protocol guide.

Section 15 Social Chairman

- A. Plan fun activities and/or breaks during council meetings and convention.
- B. Be prepared to conduct a workshop if requested.
- C. Promote attendance at state meetings by helping the President present creative and exciting events.
- D. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Parliamentarian for revision to the master file on the website.

Section 16 Social Media Chairman

- A. Maintain/Administer all social media accounts for the Ohio State Council.
- B. Work with all chapters in the state to collect electronic flyers, photographs, links to events so that they can be shared across all social media platforms.
- C. Monitor any posts for appropriateness.
- D. Share any news from the council out to the chapters as necessary.
- E. Provide help to members/chapters setting up their social media accounts.
- F. Pass along any passwords or materials to the next Social Media Chairman prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 17 ESA Foundation Representative

- A. Educate the ESA membership and general public concerning all aspects of the ESA Foundation.
- B. Encourage and solicit donations from the ESA membership and general public.
 - 1. Explain the financial benefits of being a Foundation member when attending the IC Convention.
 - a. Attend the Annual meeting and be eligible for tax credits on travel expenses – current IRS guidelines are available from individual's tax preparer.
 - 2. Yearly and or Life Active membership.
 - 3. Scholarship Endowments – new and existing.
 - 4. Planned giving

NOTE: Monies must be sent directly to the Foundation without going through the state council treasury.

- C. Promote the ESA Foundation Scholarship Program.
 - 1. Attend, or designate someone to attend, the IC Convention Foundation Counselors workshop.
 - 2. Send scholarship information to Ohio schools via email or US postal service.
 - a. Make every attempt to use email to keep costs to the ~~Foundation~~ council as low as possible.
 - b. Keep a current contact list to transfer to next chairman electronically.
 - 3. Keep all receipts and submit to the Foundation Treasurer according to the current guidelines received at the annual training.
 - 4. If expenses ~~in~~ are donated be sure to submit an expense report with receipts so the Foundation can send a tax donation confirmation for them. (OPTIONAL)
- D. Provide timely communications with the Ohio membership
 - 1. Distribute membership list to each chapter with dues deadline reminders as soon as they are available from the Foundation.
 - 2. Promote any Foundation sponsored programs or activities.

3. Maintain an adequate supply of Foundation literature including donation forms, informational brochures, scholarship information to be placed on the web site.
 4. Report relevant information at each state meeting and through the Buckeye Jonquil.
 5. Answer and/or forward all correspondence immediately – be aware of time sensitive materials.
- E. Prepare for Credentials at the Annual Meeting (IC Convention) by obtaining signatures on credential cards of all Foundation members. Present signed cards to the Credentials Committee in exchange for ballots, which are marked for voting or proxy (absentee) votes. Cast all proxy votes not designated to someone else who is attending the meeting.
1. NOTE: - it is important to review the Credentials instructions from the Foundation Credential Chairman which are sent each year so that you will be aware of any system changes.
- G. Be the liaison from ESA Foundation members to the Foundation. Be the voice of the membership expressing any questions, concerns or feedback.
- H. If there is no Youth Award Chairman the responsibilities are to be assumed by the ESA Foundation Chairman.
- I. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 18 MARC Representative

- A. Represent Ohio State Council at regularly scheduled MARC meetings.
1. Annual Meeting at IC Convention – July
 2. Leadership & Conference – 2nd weekend in October
- B. Communicate with membership about MARC activities and opportunities. Encourage participation with the MARC board and support Ohio's visibility.
- C. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 19 Webmaster

- A. Keep the ESA Ohio State Council Website up to date. Inform the board members and chapters of any revisions that need to be submitted each year.
- B. Encourage members to use electronic communications when available and provide training or workshops to assist them.
- C. Maintain records for the current year plus two previous years as provided for in the by-laws. All records must be passed on to successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.

Section 20 Youth Award Chairman

- A. Establish a list of schools to provide International Council Youth (Senior) Award package. Access electronically the Ohio State Educational Directory system at the following website:
[<http://education.ohio.gov/topics/data/ohio-educational-directory-system-OEDS>]. Scroll down to Ohio Educational Directory Lists and Data, then OEDS directory lists and OEDS data available here. Click on the word here. Check all schools. A complete list of all Ohio schools will download as an Excel spread sheet.
- B. Remove any school that does not have 12 grades.
- C. Create cover letter for IC Youth Award package.
- D. Create email to be attached to the electronic copy of the Youth Award package to include created cover letter. Send to all high schools in the state based on the created list.
- E. Select judges from the educational or professional community to determine the Ohio winner to be submitted for International competition. Have judges review the received packages.
- F. Notify the winner of the Ohio award and send invitation to receive the award at the Ohio State Convention Recognition Luncheon. Lunch is provided by the state for the Award winner and parents.
- G. Notify the hostess chapter and state Treasurer if the invitation is accepted to ensure that a reservation and payments are made for the Ohio State Council guests.

- H. Maintain records for the current year plus two previous years. All records must be passed on the successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.
- I. If there is no Youth Award Chairman the responsibilities are be assumed by the ESA Foundation Chairman.

Section 21 Special Projects Chair

- A. Present projects to the Council that are not connected to our existing state or International projects.

Section 22 Press Secretary

- A. Prepare a General Press Release for the entirety o the Ohio State Council and its membership that can be sent to any news outlet.
- B. Prepare event press releases when there is an event (Chapter and/or State led) being covered by a local new organization whether it is in print or on TV.
- C. Cultivate relationships with local press outlets (print/tv/online).
- D. Maintain records for the current year plus two previous years. All records must be passed on to their successor prior to the planning meeting. Review Protocol Book for accuracy of position description and submit changes and/or suggestions to the Parliamentarian for revisions to the master file on the website.