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## Ohio State Council

### Protocol

Protocol: A code of diplomatic etiquette and precedence.

#### Chapter and Council Protocol

Each chapter/council should have bylaws by which it is governed. All members must follow provisions in the bylaws.

Officers should be listed in bylaws, on programs, etc, or introduced in rank order with the highest ranked first.

As the highest ranked officer, the president should be extended every consideration. She should be given full cooperation by the membership and kept well informed of everything pertaining to the membership and the functioning of the chapter or council. As an ex-officio member of every committee except the nominating committee, she should be invited to attend every committee meeting.

Committee chairmen must keep the president informed of all proceedings and plans, reporting well in advance of the chapter meeting. A chairman should let the president know if she cannot attend a meeting and give the president a report of her activities.

A member who has part of a program or a report to give should be responsible to get her own substitute.

The president extends courtesies to members in the following ways: keep members well informed of all chapter/council proceedings; the president shares information received from State, Regional (MARC) or IC officers and Epsilon Sigma Alpha Headquarters.

Invitations to an officer(s) from District, State, Regional or International Council to attend functions are extended by the president. A member who is an International or State officer should be treated with the same courtesies as if she were from another city or state. Introduce her with pride at all sorority functions.

When presenting the gavel, hold the mallet end in your hand s the handle may be grasped by the person receiving it.

When accepting an invitation to speak, ask how long to speak and have your talk well organized. Never exceed the amount of time allotted.

Give the name of the person from whom a communication has been received before reading the actual communication, or a portion of the communication, at a meeting.

#### Council Protocol

Do not enter into chapter problems unless you have been asked for advice.

If a meal is served, the head table is to be served first, beginning with the president, then honored guests, etc.

Members at the head table should avoid over-dressing, whispering among themselves or anything else that detracts from proceedings of a meeting.

Place cards at the head table help to avoid confusion.

The council president should assist the hostess chapter with seating arrangements for meetings, if there is to be a head table. (See Seating Arrangements)

All state officers should attend chapter function(s) when invited to do so if it is at all possible. At times, an officer may be invited without a specific part on the program. Just her attendance may be all that is needed to add to the prestige of the event.

### Receiving Lines

The president heads the line, then the guest of honor, then the other officers and guests according to rank.

Arrange for someone to bring guests to the receiving lines and introduce them to the president. The president then introduces them to the guest of honor.

### Seating Arrangements – Head Table

Persons seated at the head table shall be at the discretion of the president.

The presiding officer should be seated in the center with the most honored guest on her right. The ranking speaker is entitled to this place unless another guest outranks the speaker. In this case, the speaker sits to the president's left.

If a toastmaster or master of ceremonies is present, he/she sits to the right of the president with the speaker between. If there is no toastmaster, the person to present the speaker is placed in this position.

Honored guests are seated in order of their importance and are placed to the right and left of lesser officers. A seating to the right is rated a greater distinction than one to the left.

If an invocation is on the program, the person giving it is seated at the head table.

If a meal is involved, the president should be served first, and then honored guests.

For business meetings, the parliamentarian sits to the right of the president and the other officers are placed to the right and left of the president according to rank.

Confusion in seating at the head table is avoided when place cards are used.

HEAD TABLE SEATING ARRANGEMENT FOR MORE FORMAL OCCASIONS				HEAD TABLE SEATING ARRANGEMENT FOR ASSEMBLIES			
Chaplain	X			Chaplain	X		
Jr. Past President	X			Jr. Past President	X		A
Parliamentarian	X			Corresponding Secretary	X		U
Corresponding Secretary	X	A		Second Vice President	X		D
Second Vice President	X	U		President	(X)		I
President	(X)	D		Parliamentarian	X		E
Guest Speaker	X	I		First Vice President	X		N
Toastmaster/Program Chair	X	E		Recording Secretary	X		C
First Vice President	X	N		Treasurer	X		E
Recording Secretary	X	C		Editor	X		
Treasurer	X	E					
Editor	X						

## Rank

### RANK IN EPSILON SIGMA ALPHA INTERNATIONAL

Epsilon Sigma Alpha Headquarters Directors  
International Council Officers  
    Elected  
    Appointed  
State Council Officers  
    Elected  
    Appointed  
State Council Past Presidents  
City Council, Zone or District Officers  
    Elected  
    Appointed  
City Council, Zone or District Past Presidents  
Chapter Officers  
    Elected  
    Appointed  
Chapter Past Presidents

### INTERNATIONAL COUNCIL OFFICERS

#### ELECTED

President  
First Vice President  
Second Vice President  
Recording Secretary  
Treasurer  
Parliamentarian  
Workshop Coordinator  
Jr. Past President

#### APPOINTED

Association of the Arts Chairman  
Chaplain  
Circle of Life Chairman, Sr. & Jr.  
Corresponding Secretary  
Credentials  
Diana Awards Chairman  
Easter Seals Chairman, Sr. & Jr.  
Educational Director  
Membership Chairman, Sr. & Jr.  
News Bulletin Chairman  
Philanthropic Chairman  
Publicity/Public Relations Chairman  
State President's Chairman, Sr. & Jr.  
Youth Awards Chairman  
All other IC Appointed Chairman

## Courtesy to Visitors

When an International Council (IC) Officer or representative from Epsilon Sigma Alpha Headquarters is in your vicinity, the State president is usually notified in advance. Plans may be made to entertain her on a state-wide or city-wide basis if time permits, so everyone has an opportunity to meet her. All Epsilon Sigma Alpha members should make every effort to attend a reception of this type.

If this high-ranking officer or official will be in town for any length of time and you wish to have her visit your chapter, or with you as an individual, contact the proper official in charge of arrangements for confirmation. This avoids embarrassment for the visitor.

The visiting council officer or Epsilon Sigma Alpha Headquarters official who attends a chapter meeting should be received with warmth and made to feel welcome. Be sure she is introduced to each person present and has the opportunity to visit with members. Name tags for everyone are desirable when there are visitors.

The IC representative to your State Convention, whether elected or appointed, should be extended every courtesy possible. She should be met upon her arrival to your city and treated with consideration until her departure. Someone should be appointed to escort her to functions. If your budget permits, it is nice to have flowers or fruit in her room and also to give her a small gift.

The IC representative should be seated at the head table for all functions and should be invited to attend all functions, even board meetings, during the convention. They should NEVER be asked to judge contests and displays as they are there to observe, to get to know the members and to be of service if there is a problem.

### **Pin Etiquette**

The Epsilon Sigma Alpha pin, pledge and jewel, is worn over the heart. Place thumb of right hand in the hollow of throat, extend fingers downward, and tip of little finger marks the proper place. It is worn along with, or above other pins. The Grecian Lamp should be worn slightly lower than, and to the left of the pin.

The position of the president's gavel is determined by whether she is in or out of office. When in office the gavel is worn above the lamp. When not in office the gavel is worn below the lamp.

Neither pin is ever loaned. Nor is a pin worn except by duly pledged or initiated members of Epsilon Sigma Alpha International. Your pin represents a pledge to higher endeavor and is a means by which others so pledged can recognize you. Neither pin is worn on formal attire unless at a function so ordered by the president.

### **The Display of Flags\***

The flag of the United States of America (US) should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

When flags of states, cities, or localities or pennants of societies are flown from adjacent staffs, the flag of the U>S> should be placed/hoisted first and removed/lowered last. No such flag or pennant may be placed above the flag of the US or to the right of the flag of the US (Note: "right" refers to the flag's own right.)

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be approximately equal size. International usage forbids the display of the flag of one nation above that of another in time of peace.

When used on a speaker's platform the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, if it is displayed in the chancel of the church or on the speaker's platform in a public auditorium, the flag should occupy the position of honor and be placed at the speaker's right as h/she faces the audience. Any other flag so displayed in the chancel or on the platform should be placed at the speaker's left as he/she faces the audience. But when the flag is displayed from a staff in a church or public auditorium elsewhere than in the chancel or on the platform it shall be placed in the position of honor at the right of the audience as they face the chancel or platform.

The flag should never touch anything beneath it, such as the floor, ground, water or merchandise.

The flag should never be carried flat or horizontally, but always aloft and free.

The flag should never be used as drapery, never festooned, drawn back.... but always to fall free.

\*Excerpted from The Encyclopedia Americana

## Ohio State Council

### Purpose

1. To encourage a spirit of cooperation.
2. To exchange ideas.
3. To support International Council bylaws and to do generally any and all things as may be deemed necessary in the fulfilling of the purposes of Epsilon Sigma Alpha (ESA) International.
4. To aid in organizing new chapters and to promote the interests and assist in the growth of ESA throughout the world.

### Service

1. The Ohio State Council is a service organization. Chapters can turn to the council for impartial assistance in matters which pertain to them.
2. It is a clearing house for reports and information on all aspects of ESA throughout the year.
3. The Ohio State Council endeavors to provide the membership with all the latest information relative to ESA activities not only on a state level, but international as well.
4. The Ohio State Council is made up of ESA'ers from Ohio chapters and Members-At-Large. No problem is too minor or major to be presented. Your problems are the problems of the Ohio State Council.

### Why Membership?

1. We can best solve our mutual problems by working together.
2. Our executive board keeps us informed of current matters affecting our membership. As an organized group we can express our opinions on matters more forcefully than as individual chapters.
3. Successful ideas of members are circulated by the council.
4. The council provides good public relations and publicity for our organization.

### Executive Board Members

President  
First Vice President  
Second Vice President  
Recording Secretary  
Treasurer  
Editor, Buckeye Jonquil  
Parliamentarian  
Jr. Past President

### General Board Members

Chapter Presidents  
Past Ohio State Council Presidents Representative  
All board and committee members

### Appointed Board Members

Association of the Arts Chairman  
Chaplain  
Circle of Life Chairman, Sr. & Jr.  
Corresponding Secretary  
Easter Seals Chairman  
Educational Director  
ESA Foundation Counselor  
Membership Chairman  
Philanthropic Chairman  
Publicity/Public Relations Chairman  
Youth Awards Chairman  
Convention Chair – appointed by host chapter  
Others as requested by the President

## Executive Board Members

### President

- A. Preside at all Ohio State Council meetings, board meetings and the Ohio State Council convention.
- B. Name all appointed officers as stated in the Bylaws and as needed. Ensure that each Ohio State Council elected/appointed officer has a detailed description of her office and duties.
- C. Assures that the business of the Ohio State Council has been approved by the Executive Board.
- D. Be an ex-officio member of all committees, with the exception of the nominating committee, but shall not be required to attend meetings thereof.
- E. According to bylaws, the president must call an executive board meeting within 30 days after election.
- F. The president determines the date, time and place for the Audit, no later than the first executive board meeting. The yearly audit will be done by a committee consisting of Jr. Past President, current President, 1<sup>st</sup> Vice-president, outgoing and incoming Treasurer, and a non-board member appointed by the Past Presidents Auxiliary.
- G. Represent the Ohio State Council through visitation to chapters.
- H. Communicate with the paid members and paid members-at-large of Ohio State Council through the Buckeye Jounquil, the Ohio State Council website, and any other convenient means of communication.
- I. Copy the 1<sup>st</sup> and 2<sup>nd</sup> vice presidents on all important correspondence.
- J. Publish the Ohio State Council Yearbook, either electronically or with hard copies, to the executive and general board. Non-sensitive items may also be published on the Ohio State Council website. The yearbook should include:
  1. Name, address' and phone numbers of all elected and appointed officers\*
  2. Current Ohio State Council roster, as printed by the Treasurer\*
  3. Name, addresses and phone numbers of all Ohio State Council Past Presidents. Include years of term.\*
  4. Current Ohio State Council Budget.
  5. Current Ohio State Council Meetings including dates, hostess chapter, location and schedule (if available).
  6. Current calendar of events.
  7. Any additional information that may be pertinent to Ohio State Council.
  8. Midwest Area Regional Council Roster\*
  9. International Council Roster\*  
\*– these include sensitive information and should not be posted on the website unless only the email addresses are included.
- K. International Council Convention Duties:
  1. Take signed credential cards (cards and/or forms received from the IC Treasurer at the IC Leadership Seminar) and all pertinent information for your credential appointment.
  2. Note all meetings and workshops you are to attend in the Convention brochure. As State President you are required to attend all IC General Board Meetings and the State President's workshop. Appoint someone from the Ohio delegation to attend workshops especially designed for a specific elected or appointed officer who is not in attendance. I.e. Membership, Philanthropic, ESA Foundation, Easter Seals, St. Jude.  
Upon return from the IC Convention send the state and chapter treasurers the name and address of the new IC Treasurer for the payment of Chapter and State Council IC dues.
- L. Coordinate the annual Leadership Seminar program at the Fall Council Meeting.



**President - continued**

- M. Purchase gift for the IC Representative to the Ohio State Council Convention.
- N. Coordinate the following with the state meeting hostess chapter:
  - 1. Head table seating for council meetings and convention
  - 2. Leadership Seminar room arrangements and audio/visual needs.
  - 3. Obtain a list from the chapter of VIP's, Past Ohio State Council Presidents, out of state members, and guests.
- O. Correspond with the IC Rep and host chapter concerning pre-convention arrangements such as hotel and transportation.
- P. Serve as a member of the Contest Judging Committee (if convened) and the Audit Committee.
- Q. Maintain records for the current year plus two previous years as provided for in the Bylaws. As a courtesy for Presidential records over 3 years old, ask that Past President if he/she would like to have the documents. Records are to be turned over to your successor immediately following convention.
- R. The following current records are to be turned over to the incoming President at the end of convention.\*  
\*These items may be transferred electronically or via hard copy.
  - 1. President's Yearbook
  - 2. All council correspondence
  - 3. Buckeye Jonquils
  - 4. Board meetings, council meetings, and convention - minutes and agendas
  - 5. Any other information deemed pertinent
- S. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **First Vice-President/President Elect**

- A. Serve as official hostess and ambassador of good will for the Ohio State Council convention. As official hostess you should greet all guests at Meetings and Convention.
- B. Serve as official delegate to ESA Headquarters State President's Leadership Seminar. All information received at Seminar about upcoming IC rush program shall be turned over to the incoming Membership Chairman no later than the first board meeting of the newly elected and appointed officers – normally the Planning Meeting.
- C. Request bids from chapters for hosting state meetings and convention. This includes preparation of the bid to be published on the Ohio website. Submit bids that were received for council meetings and convention to Editor immediately following the Winter Council meeting. Prepare ballots for voting and distribute them to chapter presidents at the Ohio State Council Convention, to determine the hostess chapters for the upcoming years' meetings and convention.
- D. Assume the duties of the president in her absence.
- E. Copy the president and 2<sup>nd</sup> vice president on all important correspondence.
- F. Assist with auditing Treasurer's books. Audit will be scheduled prior to the Planning Meeting.
- G. Serve as a member of the Contest Judging Committee (if convened).
  - 1. Serve as chairman of the nominating committee
  - 2. Prepare the Intent to Run forms for nominations for elected officers for the next year. Submit to the webmaster for posting to the Ohio website and distribute to chapter presidents at Fall meeting.
  - 3. Verify qualifications of nominees to the requirements in by-laws.
  - 4. Present slate of nominees at the Winter meeting.
  - 5. Submit qualifications to the editor for publication in the Buckeye Jonquil immediately following the Winter Council Meeting.
  - 6. Prepare ballots for election.
  - 7. Plan a Candidates Fair or Candidates Skit to be presented at the Convention Mixer. Coordinate with the 2<sup>nd</sup> Vice-President/Mistress of Ceremonies and the Convention Chapter.
- H. Maintain records for the current year plus two previous years as provided for in the Bylaws. Records are to be turned over to your successor immediately following convention. These items may be transferred electronically or via hard copy.
- I. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## **Second Vice-President**

- A. Serve as liaison to hostess chapter for council meetings and convention.
  - 1. Coordinate with the president and hostess chapter a time schedule for the day or weekend, including registration, workshops, mixer, meetings, board meeting etc.
  - 2. Check with the president on preference for room arrangement (podium, audio/visual, and room arrangement).
  - 3. Write articles for the Buckeye Jonquil to promote each meeting and convention.
  
- B. Serve as Workshop Director for the Ohio State Council.
  - 1. Select timely workshop topics, consulting with President, keep within assigned time frame.
  - 2. Select and correspond with speakers for workshops.
  - 3. Jr. Past President conducts Chapter Presidents Workshop at Council Meetings.
  - 4. Evaluation forms are to be distributed and collected for future reference. Tabulate results and send copies to workshop presenters and the president.
  - 5. Coordinate room arrangements with the hostess chapter (seating, mike, etc.) Check with speakers for necessary props.
  
- C. Serve as Coordinator and Mistress of Ceremonies for the Ohio State Council convention.
  - 1. Correspond with Hostess Chapter and Convention Chairman as necessary.
  - 2. Establish schedule of events with the President and Convention Chairman.
  - 3. Work with the hostess chapter on pre-convention and convention brochures. Final approval is with the president and 2<sup>nd</sup> vice president.
  - 4. Prepare and conduct Opening Ceremonies.
  - 5. Secure list of VIP's attending convention from hostess chapter and give to the president.
  - 6. Coordinate all correspondence you have with the IC Representative to the State Convention with the president and 1<sup>st</sup> vice president. Send the IC Rep a copy of the convention schedule as early as possible.
  - 7. Coordinate the Honorary Buckeye skit at the convention mixer.
  
- D. In the event the 1<sup>st</sup> Vice-President is unable to complete her term of office the 2<sup>nd</sup> Vice-President shall assume those duties and shall be known as 1<sup>st</sup> Vice-President Pro-Tem. A 2<sup>nd</sup> Vice-President Pro-Tem shall be appointed by the President with the approval of the Executive Board.
  
- E. Become knowledgeable about the council and your office by reading the OSC and IC Bylaws and Standing Rules.
  
- F. Copy the president and 1<sup>st</sup> vice president on all important correspondence.
  
- G. The following current records are to be turned over to the incoming President at the end of convention.\*  
\*These items may be transferred electronically or via hard copy.
  - 1. OSC President's Yearbook
  - 2. Duties of office
  - 3. All council correspondence
  - 4. Buckeye Jonquils
  - 5. Board meetings, council meetings, and convention - minutes and agendas
  - 6. Script for Convention Opening Ceremony
  - 7. Script for convention Mixer, both General Assemblies and Banquet.
  - 8. Any other information deemed pertinent
  
- H. Maintain records for the current year plus two previous years as provided for in the Bylaws. Records are to be turned over to your successor immediately following convention. These items may be transferred electronically or via hard copy.
  
- I. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Recording Secretary**

- A. Keep in permanent form an accurate record of the meetings of the council and its' boards.
- B. Send a copy of the minutes of the meetings and convention to the State President for additions and/or corrections within two (2) weeks after said meetings.
- C. Send a copy of the approved meeting and convention minutes to the Executive and General board members, Council Chapter Presidents, paid MAL's and to the web master for posting on the Ohio website. \*\*
- D. Send a copy of the approved Executive Board meeting minutes to the Executive Board members. \*\*
- E. Send a copy of the approved General Board meeting minutes to the Executive and General Board members. \*\*

\*\*Send electronic copies when possible. Send a hard copy to those without e-mail.

- J. Maintain all records of minutes of the Ohio State Council as they are the permanent record of the councils activities over the years. All records must be passed on to the successor immediately after convention with the exception of the convention minutes. The convention minutes should be mailed prior to the first executive board meeting – normally the planning meeting.
- K. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

Note: Remember to make notes during all meetings as electronic devices may fail.

## Treasurer

- A. Refer to Treasurers' officer duties in the Ohio State Council Bylaws.
- B. Maintain records for the current year plus seven previous years as provided for in the Bylaws. Records are to be turned over to your successor immediately following convention with the exception of those records needed for Audit. Those records are to be turned over at the close of the Audit.
- C. Prepare for and attend the yearly audit within 30 days after election of the new board.
  - 1. The president determines the date, time and place for the Audit, no later than the first executive board meeting. The yearly audit will be done by a committee consisting of Jr. Past President, current President, 1st Vice-president, outgoing and incoming Treasurer, and a non-board member appointed by the Past Presidents Auxiliary.

## General Information

- A. Deposit all monies, write/mail checks with appropriate correspondence, within five (5) days from the date of receipt.
- B. Before paying bills, check the budget to see that they do not exceed the allotted amount. All bills over budget must be approved by the Executive Board. Approved amounts can be paid at the time of submission with a second payment at time of approval if desired.
- C. Prepare a check request/expense form and distribute to the board at each meeting for their reimbursement submissions. For a complete list of approved expenses see the current revision of the Bylaws, Standing Rules, and approved budget.
- D. State dues for chapters, chapter members, and MAL's are due June 1<sup>st</sup>, with a 30-day grace period. After 30 days a \$10 fine shall be assessed. Dues for new members are due when the member has pledged or reinstated with a chapter. Dues for MAL's are due when they join the state council. \*Dues of new chapters are waived for the first year to encourage attendance at state meetings during the first year.
- E. At each council and convention board meeting provide an updated list of chapters, number of paid members in each chapter, and MAL's that have paid dues to the Ohio State Council. Copies are to be given to the president and registrar.
- F. Maintain separate accounting for the President's Travel Fund. This fund goes through the General Operating Fund. It is very important that the funds are tracked closely so that they do not inadvertently become mixed in with the general operating funds.
- G. Disbursements of State Philanthropic monies must be done with five (5) days of receipt of funds from the chapter or individual, and handled as follows:
  - 1. Fill out deposit slip, record in the checkbook the chapter name, check number, amount of check and the name/amount for each philanthropic donation.
  - 2. ESA Foundation Turn Around Funds are used for all philanthropic donations except Circle of Life. Use the current revision of the Foundation Donation form and include the identification number of the charitable organization.
  - 3. Circle of Life donations must be sent directly to the Circle of Life office at ESA Headquarters.
  - 4. Photocopy the chapter and council checks and send to the appropriate state chairman. i.e. Easter Seals chairman or Circle of Life Chairman.
- H. Prior to council meetings or convention prepare the financial report. Include everything received prior to the meeting. Anything received at the meeting will be included in the next report. All Treasurer's reports are copied to the president and recording secretary, with a copy filed for audit.
- I. No later than January pay ESA Foundation dues for the Ohio State Council.

## **Treasurer – continued**

### **General Information - continued**

- J. Notify all MAL's who paid dues the prior year where to mail their current dues.
- K. Change name on Insurance Bond – 3 year policy. Check with the outgoing Treasurer for information to send the name change.

### **July Duties**

- A. Notify the president of any chapters that have not paid their dues.
- B. Compile the state chapter roster with information received with chapter dues by no later than August 1<sup>st</sup>, sooner if possible to the Editor. Send the roster to board members and chapters, electronically as much as possible. DO NOT send the complete roster for publication in the Buckeye Jonquil or on the website as it contains sensitive information.
- C. Submit to the Editor the current approved budget and comparison budget from previous year to be included in the Buckeye Jonquil printed prior to the Fall council meeting.
- D. After the July International Convention obtain from the President the name and address of the IC Treasurer for payment of State Council dues to the International Council, which must be paid by August 1<sup>st</sup>.

### **Council Meeting and Convention Duties**

- A. Prepare a financial statement and copy the president and recording secretary.
- B. At each council and convention board meeting provide an updated list of chapters, number of paid members in each chapter, and MAL's that have paid dues to the Ohio State Council. Copies are to be given to the president and registrar.
- C. Prepare a list of chapters and/or members whose dues are in arrears for the review by the Executive Board.
- D. Provide a check request/expense form and distribute to the board at each meeting for their reimbursement submissions. Pay all approved expenses.
- E. Present to the Executive Board for approval any bills exceeding the budgeted amount.
- F. Provide report forms, or ESA Foundation forms for philanthropic donations in each chapter packet at all meetings. Additional copies should be available upon request.
- G. At the Winter Council meeting present a Proposed Budget for the coming council year to the Executive Board for review. Upon their approval present the proposed budget to the membership attending the meeting. Provide a copy to the Editor, Webmaster and chapter packets.

### **Prior to Convention**

- A. Prepare a financial statement and copy the president and recording secretary.
- B. Pay IC Representatives full registration fee to the host chapter.
- C. Check with scrapbook chairman for receipts for the President's scrapbook, which is a gift from the State Council. Refer to the by-laws "Treasury Disbursement" and/or Standing rules for the approved amount.

## **Treasurer – continued**

### **Prior to Convention - continued**

- D. Prepare some written suggestions for the incoming Treasurer to review prior to the planning meeting.
- E. Prepare a form for new year chapter dues/roster for distribution in presidents' packets at convention. Include a section for the new Treasurer's name and address. *Suggest she bring address labels to save time adding her information on the form.*

### **Convention Duties**

- A. Present to the Executive Board for approval any bills exceeding the budgeted amount.
- B. Pay IC Representatives hotel bill.
- C. Present Proposed Budget for the coming council year to the membership at the 1<sup>st</sup> General Assembly for approval.

### **Pre-Audit Duties**

- A. Pay all approved bills not paid at convention.
- B. Complete final financial report.
- C. Compile all financial reports for council year, bank statements, deposits, canceled checks, and paid receipts in preparation for audit.
- D. Obtain a "letter of authorization" from the council recording secretary stating that new officers have been elected and who is authorized to make bank transactions. Some bank require a copy of the minutes stating the duly elected and installed officers for the new year.
- E. Make sure there are enough calculators for the Audit Committee members.
- F. Turn over all records at the Audit not already given to the new Treasurer.
- G. Prepare some written suggestions for the incoming Treasurer to review prior to the planning meeting.
- H. Prepare a form for new year chapter dues/roster for distribution in presidents' packets at convention. Include a section for the new Treasurer's name and address.
- I. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Parliamentarian**

- A. Keep in permanent form an accurate record of all governing rules of the organization and any amendments thereto, including the Bylaws, Standing Rules and Convention Rules.
- B. Advise the President of any questions regarding parliamentary rules which may not be covered in the Bylaws of the Council
- C. Review for publication in the convention brochure, the rules for the convention. These rules shall be read and accepted at the first general assembly at the convention. The Parliamentarian may move to accept the convention rules as printed in the convention brochure without reading them.
- D. Receive and edit proposed amendments for consideration at the Winter Executive and General Board meetings and submitted to the general membership during the council meeting. Printed copies of the proposed amendments shall be printed in the Buckeye Jonquil and posted on the Ohio website.
- E. Maintain parliamentary order at all meetings in accordance with Robert's Rules of Order.
- F. Be responsible for submitting the newly revised Bylaws and/or Standing Rules for publication on the Ohio website. Send electronic copies to the Executive and General Board, including chapter presidents and MAL's. Send a hard copy to MAL's with no email access. Provide newly chartered chapters and any chapter joining the State Council with a copy of the Bylaws and Standing Rules. Bylaws will be reprinted in their entirety at the discretion of the Executive Board.

### **Other Duties and Suggestions**

- A. Become familiar with the basic rules of Parliamentary procedure by studying basic procedure in the making of motions, amending motions, rescinding a motion, withdrawing a motion, and voting procedures in the current Ohio State Council Bylaws.
- B. Prepare a yearly report to be submitted to the Ohio State Council at or prior to the annual convention. Provide a copy to the Recording Secretary and maintain a file copy.
- C. Maintain records for the current year plus two previous years as provided for in the Bylaws. Turn all records over to the successor immediately following convention.
- D. Basic skills suggested in typing, editing and proofreading.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.



## **Editor**

- A. Receive and edit (not delete) information for publication in the Buckeye Jonquil. Publish three issues of the Buckeye Jonquil which must be mailed 30 days prior to each council meeting and convention. Deadline dates for Buckeye Jonquil articles must be designated in sufficient time to permit publication.
- B. Submit at least on article to the International Jonquil regarding Ohio State activities.
- C. Obtain roster of paid members from the Treasurer before publication of the Fall Issue. Get updates from the Treasurer before each issue. Send electronic copies of the Buckeye Jonquil to the webmaster and all paid members with an email contact. Electronic copies should also be sent to the IC News Bulletin chair, the IC Representative to Ohio, the Midwest Area Regional Council president, and any others requested by the President.
- D. Submit a report to the membership at or before the convention.
- E. Maintain records for the current year plus two previous years as provided for in the Bylaws. Turn all records over to the successor immediately following convention.
- F. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Junior Past President**

- A. Prepare for and conduct a Chapter Presidents Workshop at a council meeting or convention as requested.
- B. Serve as State Chairman to the ESA Disaster Fund in accordance with International Guidelines.
- C. Submit at least one article to the International Jonquil regarding Ohio State activities.
- D. Maintain records for the current year plus two previous years as provided for in the Bylaws. Turn all records over to the successor immediately following convention.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## Appointed Board Members

### Association of the Arts Chairman

- 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 judging form to be used by judges and/or voting by membership.
  - 2. Be responsible for notifying Awards Chairman of the winners (no more than two) for each division of 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 immediately following convention.
- F. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## **Awards Chairman**

- A. Keep a permanent set of contest rules and entry forms. Most current revision level of these rules and forms must be made available on the OSC web site. At a chapters request provide a duplicate set of printed forms.
- B. Present or assist with awards at Convention.
- C. Purchase any necessary awards/certificates/gifts as necessary. Coordinate, if necessary, with the Treasurer.
- D. Hildagard 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 (1) page. This will be submitted no later than (1) month prior to the Ohio State Convention for judging.
- E. Outstanding Sisters & 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.
- F. Convention Duties
  - 1. Have proper amount of certificate/gifts/plaque ready for presentations.
  - 2. Receive all contest entries by mail or in person by Friday of Convention.
  - 3. Arrange and preside at the contest judging meeting if necessary.
  - 4. Make certain the certificates are assembled in proper order prior to their specific presentation.
  - 5. Coordinate with the Association of the Arts Chairman to have certificates completed prior to their presentation.
  - 6. Work with the current President to make the Awards Luncheon presentations creative and FUN!!!
- G. Submit to the incoming Editor the list of award winners to be published in the Buckeye Jonquil.
- 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 immediately following convention.
- I. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## **Chaplain**

- A. Send notes of cheer or sympathy to members and/or families of Ohio State Council members when needed.
- B. Notify the council members, MARC Chaplain, and International Council Chaplain when appropriate.
- C. Submit articles and/or reports to the Editor for inclusion in the Buckeye Jonquil and to the President for her information.
- D. Be responsible for the devotional service held on Sunday morning at the State Convention and whenever requested by the President.
- 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 immediately following convention.
- F. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Circle of Life Chairman – Jr. & Sr.**

- A. Attend the St. Jude Circle of Life Workshop in Memphis, TN, funded by ALSAC. This is a two-year assignment – one as Junior and one as Senior. You will attend the workshop during your Junior Year.  
NOTE: Hours worked through State Office may not be used as personal philanthropic hours – this is part of your state office.
- B. Promote ESA’s Circle of Life Program and encourage chapter participation with the State.
- C. Serve as liaison between St. Jude Circle of Life and Ohio State Council membership.
- D. Present the year’s Circle of Life Campaign at Council meetings and State Convention, and educate the chapters on St. Jude Children’s Research Hospital.
- E. 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 bike-a-thons, radio-thons and math-a-thons must be booked through the Circle of Life Office and ALSAC.
- F. Communicate frequently with the chapters and members by email and Buckeye Jonquil, to celebrate member activities.
- G. Maintain an accurate accounting record of individual and chapter donations made to St. Jude Children’s Research Hospital. Follow reporting instructions (monthly reports of Circle of Life) received at the St. Jude Workshop in Memphis.
- H. 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 of fund raising events, etc.
- 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 immediately following convention.
- G. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President’s Auxiliary for revision to the master file on the website.

### **Corresponding Secretary**

- A. Assist the President with all communications necessary during the year. Serve as the Presidents messenger.
- B. Distribute all notes and correspondence at the board meetings and all necessary correspondence at the general assemblies.
- C. Immediately after election, obtain a list of the new officers and their addresses and forward to ESA Headquarters via the ESA website.
- D. Assist the President in the preparation and distribution of her yearbook.
- 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 immediately following convention.
- F. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Easter Seal Chairman**

- A. Promote the Easter Seal Society Program at meetings, via the Ohio website, and the Buckeye Jonquil. Encourage member participation in fund raising efforts and local Easter Seal events.
- B. Serve as liaison between IC Easter Seal Chairman and Ohio members.
- C. Distribute required Easter Seal report forms to all chapters in most appropriate format. Consolidate member reports and submit completed reports to International Council Easter Seal Chairman as requested.
- D. Educate the membership about Easter Seals. Conduct informational and fun workshops as requested.
- E. Increase community awareness of ESA's association with the Easter Seal Society. Encourage chapters to contact their local media and to work with them on feature stories, coverage of fund raising 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 immediately following convention.
- G. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.



### **Educational Chairman**

- A. Assist chapters in the selection of an Educational if requested.
- B. Conduct fun and informational workshops when requested.
- C. Comply with International Council's (IC) 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.
- F. Encourage chapters to participate in the Educational contest by submitting articles for the Buckeye Jonquil.
- 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. Use the Alice P. Cornelius Chapter Educational Award contest form to determine which chapter will receive the award at the state convention. Report the winners of 1<sup>st</sup> and 2<sup>nd</sup> place to the Awards Chairman as soon as possible before the state convention begins.
- 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 immediately following convention.
- J. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## **ESA Foundation Chairman**

- 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 with out going through the state council.
- 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 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 for distribution at the Fall Council Meeting.
    - 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.
  - F. Be the liaison from ESA Foundation members to the Foundation. Be the voice of the membership expressing any questions, concerns or feedback.
  - 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 immediately following convention.
  - H. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President’s Auxiliary for revision to the master file on the website.

### **Local Convention Chairman**

- A. Be responsible for planning, scheduling and reporting on the annual Ohio State Convention. Prepare a preliminary budget for submission to the Second Vice-President as outlined in the Convention Planning Guidelines.
- B. Prepare a final report, including a financial statement, for inclusion in the subsequent Fall issue of the Buckeye Jonquil.
- C. Prepare a detailed final report to be given to the next chairman.
- D. Maintain records for the current year plus two previous years as provided for in the by-laws. All records except current convention book must be passed on to successor immediately following convention. Records from present convention must be turned over at the June Planning Meeting.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

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

### **Midwest Area Regional Council (MARC) Representatives (2)**

- 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 immediately following convention.
- D. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Membership Chairman**

- A. Present membership campaigns and be prepared to conduct fun and informative rushing and/or membership workshops.
- B. Encourage chapters to continue active rushing 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.
- 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 immediately following convention.
- G. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Philanthropic Chairman**

- A. Be prepared to conduct fun and informative workshops whenever requested.
- B. Keep an accurate and detailed record of all receipts and disbursements made for state philanthropic projects.
- C. Distribute the most current version of all required philanthropic report forms to all chapters. Verify that forms on the website are current and accurate. Submit revisions to the webmaster.
- D. Submit the required report to the ESA International Philanthropic Chairman for all state and chapter philanthropic activities by the deadline.
- E. Secure recommendations from chapters for state philanthropic projects to be presented to the membership at the Winter Council Meeting. Provide the list to the Editor for publication in the Buckeye Jonquil Spring edition. Projects will be voted on at the State Convention.
- F. Serve as a member of the contest judging committee. Send a copy of the state philanthropic report to the Awards Chairman prior to convention.
- 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 immediately following convention.
- H. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## **Registrar**

- A. Maintain an up-to-date list of paid Council chapters, members, and members-at-large. At each State Council Meeting and Convention submit a tally sheet to the President listing paid chapters and number of votes to which they are entitled. Paid information is to be obtained from the state Treasurer.
- B. Take a silent or verbal roll call, at the discretion of the President, at each State Council Meeting and the first general assembly of the State Council Convention. When required take roll call votes and keep results in permanent form.
- C. Take attendance at all board meetings.
- D. Secure the signatures of voting delegates prior to each Council meeting and 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 immediately following convention.
- F. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Social/Fun 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 immediately following convention.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.



### **Ways and Means Chairman**

- A. Be responsible for conducting fun and informative workshops as requested.
- B. Plan and support the state ways & means project. Provide information to the membership and publish articles in the Buckeye Jonquil.
- C. Prepare any International Council reports and submit according to their requirements.
- 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 immediately following convention.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Travel Fund – optional Ways & Means as funds are 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 immediately following convention.
- E. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **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 immediately following convention.
- D. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

### **Yearbook Chairman**

- A. Encourage chapter participation in the Yearbook contest if conducted.
- B. Collect chapter yearbooks at the Winter Council Meeting.
- C. Secure impartial judges for the contest and provide the judges with the contest sheet, detailing the requirements for content.
- D. Submit the 1<sup>st</sup> and 2<sup>nd</sup> place winners to the Awards Chairman prior to State convention and participate in the Awards presentation.
- 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 immediately following convention.
- F. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

**Youth Award Chairman – responsibilities are assumed by the ESA Foundation Chairman**

- A. Establish criteria for inviting qualifying Scholarship applicants to apply for the ESA Youth Award. (i.e. 4.0 GPA or above). Send Youth award information to the chosen candidates and set a deadline for return that allows time to meet the International deadline.
- B. Select judges from the educational and/or professional community to pick an Ohio winner and submit to International competition.
- C. Notify the winner of the Ohio award and send invitation to receive the award at the Ohio State Convention Awards Luncheon. The amount of the award is designated by the amount in the current years approved budget. Lunch is provided by the state for the Award winner and one parent.
- D. Lunch is provided by the state for the Award winner and one parent. Notify the hostess chapter and the state Treasurer if the invitation is accepted so reservations and payment is made.
- 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 immediately following convention.
- H. Review Protocol Book for accuracy and submit changes and/or suggestions to the Past President's Auxiliary for revision to the master file on the website.

## Ohio State Council Council Meeting Guidelines

### Preplanning:

#### **Overnight Event**

Chapter should shop for a hotel or motel prior to bidding. Obtain a temporary “hold” on the date. In order to obtain maximum attendance, you should attempt to avoid using a date that would conflict with any national, state, or locally celebrated event. All commitments from the hotel should be contained in a “letter of intent”. When shopping for a hotel request complimentary rooms. Most hotels do give complimentary rooms based on number of sleeping rooms reserved for convention. Request the following rooms for convention, with as many as possible complimentary:

- Hospitality Room (Optional)
- Registration Area
- Board Meeting Room
- General Assembly Room (if meals are served, there is usually no charge for the meeting room).
- Mixer Party Room (Optional)
- Workshop Room(s) as needed

Obtain state tax exempt number or chapter’s number to let the hotel know our organization is state tax exempt. Review all hotel invoices to assure that tax is not charged. Be sure this is done prior to paying the bill.

### Budget:

A budget is not required, but it is strongly recommended that a budget be prepared. The following budget is suggested as a guideline:

#### Sample Budget

Income		
Registration (Est. # x Registration fee)	\$ _____	
Total Income:		\$ _____
Disbursements:		
Food: (Est. # x meal prices)	\$ _____	
Mixer Snacks (optional)	\$ _____	
Bartender Fee (if any)	\$ _____	
Decorations/Favors	\$ _____	
Entertainment (Optional)	\$ _____	
Audio/Visual Rental	\$ _____	
Paper/Printing/Postage	\$ _____	
Total Disbursements		\$ _____
Balance:		\$ _____

### Preplanning:

#### **One Day Event**

Chapter should shop for a hotel or motel prior to bidding. Obtain a temporary “hold” on the date. In order to obtain maximum attendance, you should attempt to avoid using a date that would conflict with any national, state, or locally celebrated event. All commitments from the site should be contained in a “letter of intent”. Consider the amount of meeting space required for:

- Registration Area
- Board Meeting
- General Assembly and Luncheon
- Workshop Space as needed

\*\*Note that this can all be done in the same room as space permits.

## Council Meeting Guidelines – continued

Obtain state tax exempt number or chapter’s number for use with any costs which will be incurred and can be solicited tax exempt.

Consider offering personal accommodations to members traveling from other cities or assist in procuring a hotel close to the event.

### **Budget:**

A budget is not required, but it is strongly recommended that a budget be prepared. The following budget is suggested as a guideline:

Sample Budget			
Income			
Registration (Est. # x Registration fee)	\$ _____		
Total Income:		\$ _____	
Disbursements:			
Food: (Est. # x meal prices)	\$ _____		
Room Rental	\$ _____		
Decorations/Favors	\$ _____		
Audio/Visual Rental	\$ _____		
Paper/Printing/Postage	\$ _____		
Workshop Expenses	\$ _____		
Total Disbursements		\$ _____	
Balance:		\$ _____	

### **Placing Bid:**

When placing a bid be prepared to give information regarding place, dates, lodging etc. to the membership.

### **Publicity:**

Publish articles and/or flyers in the Buckeye Jonquil with information regarding dates, locations and registration details.

### **Meeting Preparation:**

The Ohio State Council 2<sup>nd</sup> Vice-president will advise you of the meeting requirements. Appoint a coordinator for the following activities (suggested responsibilities are listed).

1. Registration:
  - a. Establish an accounting system (separate bank account is suggested for proper record keeping).
  - b. Obtain \$100.00 loan from Ohio State Council Treasurer, if needed. This must be repaid within (30) days after the meeting.
  - c. Compile a list of VIP’s and out of state sisters for the state registrar and president.
  - d. Initiate a system to track incoming registrations.
  - e. Coordinate all registrations with the hotel, if overnight meeting.
  - f. Schedule assistance for the registration desk.
  - g. Arrange for meal vouchers and name tags.
  - h. Compile an attendance report (dependent on agenda) for presentation at the council meeting;
 

Mixer Party	_____
Leadership Seminar (if separate)	_____
Council Meeting	_____
Hotel Rooms (if appropriate)	_____
2. Information Sharing - provide the following information to all members via the Website, Emails and the Buckeye Jonquil.

#### Registration packet

Fall Leadership/Council Meeting – Prepare and distribute packet with registration forms, including detailed information regarding leadership Seminar and Council Meeting registration fees, tentative agenda, deadline dates, hotel registration forms, rates, etc.

## Council Meeting Guidelines – continued

### Meeting Preparation (cont):

2. Information Sharing - continued
  - Registration packet

Winter Council Meeting – Prepare and distribute packet with registration forms, including detailed information regarding Council Meeting registration fees, tentative agenda, deadline dates, hotel registration forms, rates, etc.

Programs should contain the following general information from the hostess chapter and an agenda provided by the State President.

Tickets are prepared and provided for individual events and meals as required.
3. Hospitality Room (optional)
  - a. Stock room with snacks and beverages – donations can be requested from the members.
  - b. Provide a host for hours of operation.
4. Mixer Party (optional)
  - a. Check room set-up for seating arrangements, etc.
  - b. Arrange for cash bar if needed.
  - c. Arrange for ticket collector at the door.
  - d. Assist with props needed for entertainment, if necessary.
5. Workshops
  - a. Coordinate workshop requirements with 2<sup>nd</sup> Vice-President/Workshop Coordinator
  - b. Coordinate seating arrangements and audio/visual needs with meeting site.
6. Leadership and/or Council Meeting
  - a. The Leadership Seminar is planned and coordinated by the President.
  - b. The weekend schedule is dependent on number of days of the meeting.
  - c. Coordinate seating arrangements and audio/visual needs with meeting site.
  - d. Arrange for meals as dictated by the schedule.
    - One day may include continental breakfast and lunch.
    - Two days may include an optional dinner the first day and lunch or brunch the second day.
  - e. Programs and decorations are optional.
  - f. Water and glasses should be available during all sessions.
  - g. Obtain seating arrangements for head table from State President if requested and set up as follows:
    1. Podium and microphone
    2. ESA Banner
    3. Name signs with titles
    4. Water and glasses
7. After Council Meeting – review these guidelines and update where appropriate.

# Ohio State Council Convention Planning Guidelines

## **Preplanning:**

Chapter should shop for a hotel or motel prior to bidding. Obtain a temporary “hold” on the date. In order to obtain maximum attendance, you should attempt to avoid using a date that would conflict with any national, state, or locally celebrated event. All commitments from the hotel should be contained in a “letter of intent”. When shopping for a hotel request complimentary rooms. Most hotels do give complimentary rooms based on number of sleeping rooms reserved for convention.

Request the following rooms for convention, with as many as possible complimentary:

Hospitality Room (Optional)

Registration Area

Board Meeting Room

General Assembly Room (if meals are served, there is usually no charge for the meeting room).

Mixer Party Room (Optional)

Workshop Room(s) as needed

Room for installation and banquet.

Storage Room

Reception area for IC Representative’s Reception

State President’s sleeping room (or suite) – if not complimentary, the president will be responsible for the costs and should be advised accordingly.

IC Representative’s sleeping room – if not complimentary, Ohio State Council is responsible for the cost and the Ohio State Council Treasurer should be advised accordingly.

Obtain state tax exempt number or chapter’s number to let the hotel know our organization is state tax exempt. Review all hotel invoices to assure that tax is not charged. Be sure this is done prior to paying the bill.

## **Placing Bid:**

When placing a bid be prepared to give information regarding place, dates, lodging etc. to the membership.

## **Winning Bid:**

When chosen as the host chapter for convention, be prepared to name the Local Convention Chairman so it can be announced by the newly installed state president. In turn the Local Convention Chairman may appoint a Co-chairman. This is particularly a wise suggestion in case of illness. The co-chair would be knowledgeable and able to proceed.

Notify the convention hotel and arrange for necessary coordination meeting with hotel, Ohio state officers, and local convention committee. The 2<sup>nd</sup> Vice-president oversees all plans by the host chapter and serves as Mistress of Ceremonies.

**Budget:** Prepare a preliminary budget and submit to the 2<sup>nd</sup> Vice President within (60) days following acceptance of bid. Convention expenses to be included are:

1. Cost of food and beverage items for convention activities, including meals, IC Representative’s reception, and bartender fees (if any).
2. Entertainment
3. Favors (optional)
4. Programs, decorations, event tickets
5. Printing and postage
6. VIP gifts (optional)
7. Installation expenses for basic materials such as candles for officers or centerpieces. Stage setup and decorations are the responsibility of the host chapter.

\*\*\*Note that special decorations or backdrops are the responsibility of the incoming state president\*\*\*



## Convention Planning Guidelines - continued

Refer to records from previous conventions to estimate income and expenses. The following budget is a sample.

### Sample Budget

Income			
Registration	Women (est. # x registration fee)	\$ _____	
	Men (est. # x registration fee)	\$ _____	
Total Income:			\$ _____
Disbursements:			
Food	Women (est. # x registration fee)	\$ _____	
	Men (est. # x registration fee)	\$ _____	
	Mixer Snacks (optional)	\$ _____	
	Bartender Fee (if any)	\$ _____	
	Punch for IC Rep Reception	\$ _____	
	Total Food Items	\$ _____	
	Decorations/Favors	\$ _____	
	Installation Expenses	\$ _____	
	Entertainment (Optional)	\$ _____	
	Audio/Visual Rental	\$ _____	
	Paper/Printing/Postage	\$ _____	
	Photographer Fee (if any)	\$ _____	
	Total Disbursements		\$ _____
Balance:			\$ _____

### **Publicity:**

Publish articles and/or flyers in the Buckeye Jonquil and on the Ohio website.

### **Fall Council Meeting:**

Be prepared to give information (via skit, flyer, or oral information) promoting the convention. Include hotel information, dates, room rates, registration fee, convention theme, etc.

### **Photographer**

Photographer is optional. Be sure to obtain a contract with explicit information about all fees. Publish information in advance of the conference if possible. Publish information and fees schedule in the convention program. Assign a member to assist the photographer with scheduling etc.

### **Convention Preparation:**

Appoint a coordinator for the following activities (suggested responsibilities are listed).

1. Registration:
  - a. Establish an accounting system (separate bank account is suggested for proper record keeping).
  - b. Obtain \$100.00 loan from Ohio State Council Treasurer, if needed. This must be repaid within (30) days after the meeting.
  - c. If necessary, obtain a letter of authorization from the State Council Treasurer to the hotel.
  - d. Generate name tags with special designations for state officers, 1<sup>st</sup> time convention attendees, voting delegates, host chapter, VIP's etc.
  - e. Compile a list of VIP's and out of state sisters for the state registrar and president.
  - f. Initiate a system to track incoming registrations.
  - g. Coordinate all registrations with the hotel.
  - h. Schedule assistance for the registration desk.

## Convention Planning Guidelines – continued

### Convention Preparation:

1. Registration (continued):
  - i. Arrange for programs, meal vouchers, name tags, tote bags and handouts as budget allows.
  - j. Compile an attendance report (dependent on agenda) for presentation near the close of the meeting as follows:

Women – full	_____)		Mixer Party	_____
- partial	_____)	Total Women	Awards Luncheon	_____
Men - full	_____)		Saturday Banquet	_____
- partial	_____)	Total Men	Sunday Brunch	_____

2. Information Sharing

Programs should contain the following:

- a. The agenda and state information is the responsibility of the State President. General information is the responsibility of the hostess chapter.
- b. Submit the program to the state president for approval 30 days in advance of convention.

Registration Packets – distribute at Winter Council Meeting

- a. Include Convention forms with detailed information regarding full and partial registration fees, tentative convention agenda, deadline dates, and hotel registration forms with rates.
- b. Provide copies to the state president, editor and webmaster for distribution.

Tickets are prepared and provided for individual events and meals as required.

Individual Event Programs are optional;

3. “Men of ESA” Activities

Activities – arrange for tours, golf outings, etc for Saturday. All activities should be complete by 5:00pm.

Hospitality Room (optional)

- a. Stock room with snacks and beverages – donations can be requested from the members and a raffle can be organized to cover costs.
- b. Provide cards and games
- c. Provide a host for hours of operation while all meetings and workshops are in session.

4. Mixer Party (optional)

- a. Check room set-up for seating arrangements, etc. Check with state president for her banner.
- b. Arrange for cash bar if needed.
- c. Arrange for ticket collector at the door.
- d. Assist with props needed for entertainment, Honorary Buckeye and Candidates Fair.
- e. Provide raffle tickets for MESA raffle.

5. Past President’s Auxiliary Breakfast

Arrange for room and meal service. PPA’s will take care of programs and any other costs. Consult with the President of the PPA’s regarding arrangements.

6. Workshops

- a. Coordinate workshop requirements with 2<sup>nd</sup> Vice-President/Workshop Coordinator
- b. Coordinate seating arrangements and audio/visual needs with meeting site.

7. Flag Ceremony

The Ohio State Council 2<sup>nd</sup> Vice-president is responsible for planning and conducting the Flag Ceremony. The host chapter is responsible for obtaining flags and flag stands from the previous convention chairman, including the chapter flags and stand.

## Convention Planning Guidelines – continued

### Convention Preparation:

7. Flag Ceremony (cont)  
The host chapter will make them available at the convention site. There are five flags with stands (United States flag, ESA flag, Christian flag, MARC flag, and State of Ohio flag).
8. First General Assembly
  - a. See that all flag stands are in place.
    - b. Coordinate seating arrangements and audio/visual needs with meeting site.
  - c. See that the president's banner is behind the head table.
  - d. Head table should be on risers, with tablecloth to the floor in front.
  - e. Obtain seating arrangements for head table from State President and set up as follows:
    - Podium and microphone
    - White "ESA" Banner
    - Flowers in front of podium (optional)
    - Name signs with titles
    - Water and glasses
  - f. Water and glasses should be available during all sessions for all members.
  - g. Arrange for floor mike.
  - h. Signs designating members seating for Voting Delegates and any other required.
  - i. Welcome from host chapter.
  - j. Welcome from hotel representative.
  - k. Welcome from city official (optional).
9. Association of the Arts
  - a. Provide a secure display room or tables in meeting room/workshop area as requested by chairman.
  - b. Provide door sign if needed.
10. Reception for IC Representative
  - a. Arrange for reception area with minimal seating available.
  - b. Punch should be provided.
11. Pinning and Service Award Ceremonies
  - a. Usually planned by the Past President's Auxiliary. You may be asked to loan your chapters ceremony supplies. Consult with the president for presentation times.
12. Awards Luncheon
  - a. Consult with State President regarding seating arrangements.
  - b. Arrange for floor mike.
  - c. Arrange for table to place awards and/or certificates.
  - d. Arrange for raffle tables.
  - e. Provide raffle tickets.
  - f. Welcome given by host chapter. Invocation given by chaplain.
13. Saturday Evening
  - Social Hour – arrange for a cash bar.

Installation of Officers

  - a. Coordinate with the Installing Officer and Incoming President regarding requirements for installation. Be sure to include a stage in the room set up.
  - b. Request closed bar during installation

## Convention Planning Guidelines – continued

### **Convention Preparation:**

#### 13. Saturday Evening

##### Banquet

- a. Check regarding seating arrangements.
- b. President will provide head table seating instructions.
- c. Head table should be on risers.
- d. Have name signs, with titles, printed for the head table.
- e. Mark Reserved tables for guests.
- f. Welcome from the host chapter.
- g. Cash bar reopened following installation.
- h. Introduce entertainment if provided.

#### 14. Sunday

Registration – reopen registration desk if needed.

##### Non-denominational Memorial Service

- a. Service conducted by state chaplain
- b. Consult with Chaplain regarding seating arrangements.
- c. Coordinate to assist with any special needs.

##### Brunch

- a. Obtain seating arrangements for head table from State President and set up as follows:
  - Podium and microphone
  - White “ESA” Banner
  - Flowers in front of podium (optional)
  - Name signs with titles
  - Water and glasses
- b. Consult with State President regarding seating arrangements
- c. Water and glasses should be available for all members.
- d. Welcome by host chapter.
- e. Attendance report as noted in Registration section.

### **After Convention:**

Following convention, prepare Convention Financial Report and notebook containing important convention information for next convention chairman. This should include programs, hotel contract, planning records, pertinent correspondence and other items which will assist in planning.

Forward the financial report to the president and editor for inclusion in the Buckeye Jonquil.

Review these guidelines and update where appropriate.

## Ohio State Council Helpful Hits

- Protocol, etiquette, good manners, call it what you may. Your first duty is to be on time and to be prepared. Second, remember always that any office, top or bottom of the echelon, is an important part of the whole, but only a part of the completed picture. Be sure your section of the painting is true and honest and never try to brighten with hues beyond your realm. Assist when asked, volunteer when needed, do the best you can without excuse, and criticize never.
- All correspondence TO YOU from International, State, City, Chapter, or from an individual is to be answered promptly.
- Write a thank you note to the Hostess Chapter thanking them for their hospitality, appropriate decorations, etc. Even though the Chapter may be writing their “thank you” any chapter will appreciate the individual member’s note of thanks. This just helps to make members know that their efforts were appreciated.
- The Junior Past President is considered an elected officer and a member of the Executive Board. In listing your officers in programs or brochures – do not forget. Do not be afraid to ask for their assistance. Everyone learns from experience.
- The following courtesies are a must by all - Officers or members.
  - ✓ Prompt answering of correspondence.
  - ✓ Submitting of reports by deadline dates.
  - ✓ Cooperating with chapter, state or IC officers by responding with a motion and/or a second when asked.
  - ✓ Friendliness.
  - ✓
- While proper seating arrangements have been included in the protocol book, remember that it is the President and Presiding Officer’s responsibility to arrange seating at the head table.
- Each officer must pass records on to their successor within the time indicated in the by-laws or standing rules. If an officer does not receive her records from her predecessor, it is her responsibility to advise the President and ask for help in obtaining the records.
- State Presidents do not take it upon themselves to invite a guest to a meeting or convention that would incur expense to the Ohio State Council without first having the membership’s consent to issue such an invitation(s).
- Always address the chair before you speak.
- Develop the art of listening. Members and officers should be well mannered and attentive at all times.
- Offer friendly assistance to new members and be loyal to the organization at all times.
- Be sure and let your President know if you are unable to attend a Board meeting.
- The State President should see that all delegates going to an IC Convention have all the proper information beforehand, i.e. relative to voting delegates, credentials, etc.

## Helpful Hits (continued)

- If you have pledges attending a State Council meeting or convention for the first time, make them feel they belong, do not omit them from the group. REMEMBER THAT FRIENDLINESS IS OUR GOAL
- It is not necessary for the President to relinquish the gavel for the Vice-President's report.
- When reading correspondence at your meetings, first give the name of the person from whom the communication has been received BEFORE reading the actual communication.
- New Presidents should contact the Jr. Past President for information and suggestions concerning their duties or carry over projects. They can be of valuable assistance.
- When inviting an ESA VIP to an event make it clear to them whether they are a guest and if so, whose guest. Be sure to indicate if you expect them to participate and what you would like them to do. It is disconcerting to attend an event and learn that you are expected to speak for 15 minutes or do a special ritual with no advance warning! They will be happy to participate and assist if they know what is needed.
- Chapters or City Councils who have members on the State Executive Board, the Midwest Area Regional Council Executive Board or the International Council should extend the necessary courtesies at all times.

# Guest Speakers Guide

**The following information taken from the National Association of Manufacturers is a very good guide relative to THE SPEAKER:**

Good speakers are not always easy to find, and when you do find them, they deserve special treatment. When you select a speaker – either a professional or amateur – follow these steps on the “care and treatment of a speaker”

1. Write or call the speaker far in advance of the desired date asking him/her if he can speak before your group. Tell the speaker something about the group – its size, history, membership, interests. Tell the speaker how large and who the audience will be, i.e., women, men, adults, professionals, etc.
2. Tell the speaker what date he/she is needed. How many minutes will be allotted for the talk. What time the speaker will appear on the program. Allow speaker to decide if he/she will be present during business/entertainment part of the program.

LATER – write to the speaker:

3. Tell the speaker who his/her escort will be and what time and where he/she will be met.
4. Give the speaker the name of the chairman of the meeting and tell the speaker who will introduce him/her. Give the speaker the names of other guests at the speaker’s table.
5. Ask if the speaker is willing to be interviewed by the press if available. Get the speaker’s permission before notifying the press. Tell the speaker whether a question/answer session will or will not be expected following the talk.
6. Before the meeting, send the speaker a special copy of the program as a guide to other speakers and their subjects.
7. Check the meeting place itself. Is the room light and airy enough; does the lectern have proper lighting; are the microphones in good working condition; are there water and glass near the lectern?
8. Get the meeting started promptly. Speaker’s introduction should be brief and to the point. Give the speaker the time allotted, don’t ask the speaker to cut or change his/her speech at the last minute.
9. If the speaker wishes to leave at the end of the talk, thank him/her on behalf of your group, and have the escort nearby to take the speaker to his/her transportation.
10. If you are giving your speaker a fee, expense money, or a gratuity, present it (in an envelope) before the speaker leaves the meeting.

AFTERWARDS:

A letter of appreciation from your group is a necessity, and an informal note from an officer will be welcomed. Remember the speaker was your guest and you may want him/her to return sometime.