

## **ESA FOUNDATION COUNSELOR**

*Revised – July 2012*

1. *Write short articles for each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage participation from all chapters.*
2. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section*
3. *As State Counselor, you must be an individual member of the Foundation prior to March 1. Read and be familiar with the duties outlined by the Foundation Directors.*
4. *Inform membership of all phases of the ESA Foundation. Solicit donations and payment of annual “Foundation Membership Dues.”*
5. *At June State Council Meeting, obtain signatures on Foundation Credential Forms for proxy votes.*
  - a. *Arrange forms in proper order prior to the annual meeting.*
  - b. *If you, as State Counselor, are unable to attend the annual meeting, the State President shall designate the member responsible for casting ballots and attending the State Counselor’s workshop.*
6. *Keep state records up to date.*
7. *Submit summary list of contributions (including city, chapter name and number, and amount contributed) to the State President and Philanthropic Chairman immediately after April 1. Place a copy of list in your files.*
8. *Submit a list of all chapters who paid Foundation dues by January 1 to Outstanding Chapter Chairman immediately after April 1.*
9. *Before March 1, prepare adequate number of judging forms for all eligible chapters. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function at State Convention.*
10. *ESA Foundation Counselor, Easter Seals Chairman and St. Jude Chairman are typically the organizers of a Silent Auction held on Friday night of Convention. Work with the State Convention Chairman for room arrangement details. Encourage chapters and board members to bring items for the Silent Auction and promote through the Petticoat Journal issues before Convention. The funds raised are divided evenly between the three for disbursement after Convention.*
11. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. The awards presentation must be brief.*

**ESA FOUNDATION COUNSELOR** *(Continued)*

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12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*