

EASTER SEALS CHAIRMAN

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. Offer ideas for fundraising events and keep chapters informed about Easter Seals. Publish names chapters in the October/November and February/March issues. Articles may occasionally exceed the one-half page limit.*
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. *Work closely with Easter Seals Oklahoma in Oklahoma City and any projects from ESA International. Encourage chapters to participate in various fund raising activities for Easter Seals.*
4. *Record in your file copies of all checks for donation. Forward all checks within 10 days to Easter Seals Oklahoma office.*
5. *Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judging should take place as soon as possible after April 1. Easter Seals Contest consists of 1st, 2nd, and 3rd place for chapters contributing the most monies. State auditor needs to audit the file to determine monies reported by chapters. Send list of award winners to State President and Corresponding Secretary before April 15. Place completed contest forms in envelopes; give to Corresponding Secretary at Board Function at Convention.*
6. *Prepare a list of hours and monies reported to you. Include city, chapter name, number and amounts for each chapter. Send copies of the list to the State President, Philanthropic and Outstanding Chapter Chairman as soon as monies/hours have been verified. (list cannot be sent by April 1 if not verified)*
7. *Easter Seals Chairman, ESA Foundation Counselor 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.*
8. *Additional information for reporting to International Council Easter Seals Chair may be obtained from the State Philanthropic Chairman after April 15. Refer to IC web site for reporting form and deadline of the IC Easter Seals chairman.*
9. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Report the total monies raised and number of chapters participating.*

EASTER SEALS CHAIRMAN *(Continued)*

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10. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
11. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
12. *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.*