

## **PHILANTHROPIC CHAIRMAN**

*Revised – July 2012*

1. *Write several short articles for publication in each issue of the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section.*
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. *Shall give a full report at each Council meeting, supervise areas of social concern and encourage chapters to develop a program of education and philanthropy.*
4. *Procedures for processing and recording chapter reports:*
  - a. *Set up individual ledger sheet for each chapter in the state.*
  - b. *Post reports to respective ledger sheet as received.*
  - c. *Keep all chapter report forms and file in alphabetical order.*
  - d. *To qualify for state competition all reports must be postmarked by April 1; however, encourage chapters to report frequently during the year.*
5. *Immediately after April 1, make a list (city, chapter name and number) indicating the number of philanthropic reports submitted on time by each chapter. Send list to the Outstanding Chapter Chairman. She needs this information by April 15.*
6. *Before April 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. Immediately after April 1:*
  - a. *Obtain reports from, DIANA Chairman, Disaster Fund Chairman, Easter Seals Chairman, Project Director, ESA Foundation Counselor, Outstanding Youth Chairman, St. Jude Chairman, and District Treasurer or District Coordinators.*
  - b. *Post all ledger sheets and bring totals up to date before the day of judging.*
  - c. *Judges will verify posting and totals before calculating the average per member in each category.*
  - d. *Send list of award winners to State President before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function.*
7. *You are responsible for submitting State Council and Chapter entry forms to the International Council Philanthropic Contest. You will receive entry forms from the IC Philanthropic Chairman.*
  - a. *Include all ESA affiliate projects in totals.*
  - b. *Complete IC entry forms and send by email with confirmed receipt or mailed sent by certified mail, return receipt requested, to the IC Philanthropic Chairman. These entry forms should be completed and sent before State Convention. Make three copies of each; one to the President, one to the President Elect and retain one copy for your files.*
8. *Provide information that you have received during the year to the Easter Seals and St. Jude Chairmen after April 1.*

**PHILANTHROPIC CHAIRMAN** *(Continued)*

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9. *Present awards at convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
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 Food 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.*