

ST. JUDE CHAIRMAN

Revised – July 2012

1. *Shall be bonded.*
2. *Write a short article for publication in each issue of the Petticoat Journal offering ideas for fundraising events and educational information about St. Jude. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Inform members that all contest rules, forms, etc. are available on the Oklahoma State Council website. Your articles may occasionally exceed the one-half page limit.*
3. *Follow list of responsibilities and procedures established by the IC St. Jude Office. Encourage chapters to participate in various fundraising activities for St. Jude Children's Research Hospital.*
4. *Attend St. Jude Seminar, if conducted, by ALSAC in Memphis, Tennessee. You will receive specific information from ESA Headquarters. Expenses are paid by ALSAC*
5. *It is customary to set up a trip to St. Jude Children's Research Hospital, Memphis, TN, if the membership is interested. Ask for a show of hands at the June State Council meeting.*
6. *Refer to JUDGING CONTESTS in the STATE CONTEST 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 results in envelopes; give to Corresponding Secretary at Board Food Function.*
7. *Prepare list of hours and money reported to you. Include city; chapter name and number and amounts for each chapter. Send a list to the Philanthropic and Outstanding Chapter Chairmen immediately after April 1. Place copy of list in your file.*
8. *Total amount of donations made by chapters may be obtained from the State Philanthropic Chairman after April 15 for your final report to the International Philanthropic Chairman.*
9. *Present awards at Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Report the total monies raised, number of chapters participating and total number of events.*
10. *ESA for St. Jude Chairman, Easter Seals Chairman, and the ESA Foundation Counselor 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.*

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11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
13. *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.*