

## **JUNIOR PAST PRESIDENT – DISASTER FUND CHAIRMAN**

*Revised – July 2012*

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
7. *You will be a member of the Budget Committee.*
5. **DUTIES AS THEY RELATE TO CHAIRMAN OF THE DISASTER FUND:**
  - a. *Write a short article for each issue of the Petticoat Journal and encourage participation from all chapters. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Give information about submitting claims and instruct members to mail claims to you. Request checks be payable to the “ESA Disaster Fund” and mailed to you. Publish names and amount of contributions in the October/November and February/March issues of the Petticoat Journal.*
  - b. *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.*
  - c. **FINANCIAL RECORDS:**
    - *Keep accurate account of all receipts and dates forwarded to IC.*
    - *Record all donations and forward to IC Disaster Fund Chairman within 10 days.*
    - *Due to changeover dates of State and IC Chairman, it is not necessary to send reports or checks to the IC Disaster Fund Chairman from May through August. Also, only a few checks are received during this period.*
    - *With each mailing, complete the “IC Disaster Fund Report” form. The IC Disaster Fund Chairman will mail you the forms, along with the complete instructions on how to use them.*
    - *Make two copies of each report form. Mail one copy with the checks, send one copy to the State President, and place the other copy in your file.*
    - *If you receive checks after April 1, keep them and then give checks to the new State Disaster Fund Chairman at Convention.*
  - d. *Keep currently informed on procedures for presenting claims in accordance with the International Council Disaster Fund Chairman.*
  - e. *When claim is received, it is your responsibility to be sure that all information is complete, including suggestion for amount to be paid.*
    - *Send completed claim to International Council Disaster Fund Chairman. If information is incomplete, the IC Chairman will return the claim, resulting in a delay in payment process.*

- f. *Prepare summary list of contributions, including city, chapter name, number, and amount contributed. Send to the State President, State Philanthropic Chairman and Outstanding Chapter Chairman immediately after April 1. Place copy of list in your file.*
  - g. *Before April 1, prepare judging forms for all eligible chapters. Judging should take place as soon as possible after April 1. Judges will verify calculations. Before April 15, send list of award winners to State President and Corresponding Secretary. Arrange judging sheets in alphabetical order (city, chapter name and number) and place in large manila envelope. Give envelope to Corresponding Secretary at Board Food Function. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
  - h. *At Awards Luncheon present Disaster Fund Awards and give report of total amount of money received during state council year, number of chapters making donations, and the total number of claims paid, with total amount paid. The awards presentation should be brief.*
9. *As a member of the Sooner Senioresses (Past State President's organization), you will be responsible for preparing a resume' of your year to be added to the history. Each active Sooner Senioress is to be provided with a copy at the August Sooner Senioress meeting.*
  10. *State Council Policy and Procedure files:*
    - *Be responsible for keeping files up to date and distribute copies of the update to the Board at the June Meeting.*
    - *Remind officer/chairmen/coordinators to get you a copy of any changes recommended for the Policy and Procedure Manual no later than April 1.*
  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. *Follow the STATE CONVENTION guidelines in the front section.*
  13. *Bring this Policy and Procedure Manual to the Board Food 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.*