

DIRECTORY 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.*
3. *Shall be bonded.*
4. *You are in charge of gathering all information, typing, proofreading and printing of the State Directory. The directory shall be complete and ready for distribution at the State Leadership Seminar in August.*
5. *Have directories on hand at state meetings and PROMOTE SALES. Give adequate number of directories to the State President for her to sell at District Meetings. Forward all money to State Treasurer within 2 weeks of receipt.*
6. *Determine number of directories to be printed, based on directory sales from last two or three years (approximately 100). Estimate projected income based on current selling price. Current price is listed in the Bylaws under Standing Rules. The directory **MUST** be self-supporting. It is best to project at 10% allowance for profit; however, the directory should never be considered as a money making project.*
7. *Obtain estimated printing expense from several shops. Select the shop that offers the best quality printing at an affordable price and within the projected income. From the printer, obtain a written contract saying exactly how you will be charged for the cover, content and binding. Establish how many working days are needed to complete the work.*
8. *Directories shall contain:*
 - *Complete list of State Executive and General Board*
 - *State Council Meeting dates. State and I.C. Convention dates*
 - *A complete list of Officers on all the District Boards*
 - *District meeting dates and chapters within each district*
 - *Complete list of all active Oklahoma Chapter Presidents*
 - *Complete membership list of the active chapters in Oklahoma*
 - *State Bylaws and Standing Rules as revised at convention*
 - *Headquarters address, phone number and contact person*
 - *State projects' name, address and phone number*
 - *Deadline for Petticoat Journal articles*
 - *Sooner Senioresses' name, address and phone number*
 - *List of any active DESA or collegiate chapters*
 - *Any other information requested by the President*
 - *Refer to previous directories for arrangement of content and ideas*

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9. *Source of information is as follows:*
 - a. *Work with State President and Corresponding Secretary in obtaining State Board information: State Meeting dates, District Officers and Meeting dates and Chapter President/Officer listing*
 - b. *Request the newly elected Parliamentarian to send you a copy of the Bylaws and Standing Rules as revised at convention. Ask her to email/mail these to you within 10 days after Convention*
 - c. *It will be necessary for you to send a reminder letter to chapters if you have not received their membership list by May 1. This could be a joint effort with the State President if she also needs information from the same chapters*
 - d. *Receive Sooner Seniorette information from the current Sooner Seniorette President*

10. *Financial Records:*
 - a. *Keep an accurate account of all receipts and disbursements*
 - b. *Keep a receipt book and write receipts for all monies received. Do not mail receipts. Announce at State Council Meetings that receipts are available if chapters/members want to pick them up*
 - c. *Forward all monies collected (within two weeks after receipt) to the State Treasurer. Do not send cash. Immediately forward all statements of expenses to State Treasurer and keep a copy of report for your records*
 - d. *Make arrangements with the State Auditor for a pre-audit of books in conjunction with the March State Council Meeting. At convention, submit year-end financial records to Auditor for final audit*

11. *At the March Board Meeting, it is your responsibility to present information about estimated expense for printing next year's directory. Based on your experience, if you anticipate that expense is going to exceed income, you need to recommend the Directory price be increased accordingly. With Board approval, present recommendation to the membership during the State Council Meeting in the afternoon.*

12. *In the April/May issue of the Petticoat Journal, request chapters to submit up-to-date membership list. Stress the May 1 deadline. Consult with the President and President Elect and determine if changes need to be made on the standard form.*

13. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*

14. *Bring this Policy and Procedure Manual to the Board Function at Convention.*

15. *At State Convention, take advance orders for new directory. For each order, write a receipt showing member's name, mailing address, and chapter name. If member wants new directory mailed, you must collect an additional amount for postage.*

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16. *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. At this meeting, give your successor the receipt book and all monies received for advance orders as well as all information you have received for publication in the new directory.*