

**PRESIDENT**  
*Revised – July 2012*

1. *It is essential to have a working knowledge of all Officer and Chairman duties. Study complete bylaws, standing rules, and Policy and Procedure Manual in order to be familiar with all requirements.*
2. *Encourage participation and involvement from all ESA members. Visit as many of the chapters and districts as possible.*
3. *Remember, you are the presiding Officer and should not voice your opinion unless the First Vice President-President Elect takes the chair.*
4. *Encourage members of Executive and General Board to fulfill the duties of their office, to make reports, and keep a good set of files for their successor.*
5. *Request Board Members to send you a copy on any official correspondence.*
6. *Request Board Members to discuss in Board Meetings just the topics that need clarification prior to the afternoon session.*
7. *Meeting notices are to be sent 30 days in advance of scheduled meeting date.*
8. *Prepare a contact list that includes Executive and General Board members, active Past State Presidents (Sooner Senioresses) and Chapter Presidents.*
9. *Prepare and copy appropriate number of detailed agendas for Board at State Council Meetings. Copies should be made available for 1<sup>st</sup> Vice President-President Elect, 2<sup>nd</sup> Vice President, Parliamentarian, Recording Secretary, Corresponding Secretary and the members of the committee to read the minutes.*
10. *Thirty days prior to a State Council Meeting select and write to three members asking them to serve on the committee to read the minutes. Letter should also include instructions on prompt response to preliminary minutes from Recording Secretary.*
11. *Place copies of the approved minutes for the prior year's Convention, the June State Council Meeting, the August Leadership Seminar, the November State Council Meeting, and the March State Council Meeting and all Board Meetings in the Permanent Minutes File.*
12. *Thirty days prior to each meeting visit the hotel personnel to ensure meeting requirements are on record and luncheon menu is planned.*
13. *The Presidents Packets are to be distributed at the June State Council Meeting. Packets should be prepared for all active Chapter Presidents and Executive and General Board Members. All Presidents Packets information is on the website and only Chapter President's who do not have email will receive a packet.*

## **PRESIDENT (Continued)**

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*Contents of the Packets should include:*

- *State Executive and General Board listing*
- *State Council meeting dates and places*
- *Chapter Presidents listing*
- *Current copy of State Council Bylaws and Standing Rules*
- *State Project Adoption/Re-adoption Form*
- *State Project Donation form*
- *St. Jude and Easter Seals Donation Report Forms*
- *Educational Report Form*
- *Service Report Form for reporting all philanthropic activities*
- *State Project Report Form*
- *Disaster Fund Application Form*

14. *Ensure that packets are sent to chapters not in attendance at the June Council Meeting.*
15. *Prepare a list of names you wish complimentary copies of the Petticoat Journal to be emailed to. It is customary to include the current IC President, the IC State Presidents Chairman and the Foundation Chairman or State Counselor's Chairman. Give this information to the PJ Editor.*
16. *Deadlines for articles submitted to the Petticoat Journal are July 10 for August/September issue; September 10 for October/November issue; November 10 for December/January issue; January 10 for February/March issue; and March 10 for April/May issue. Set a good example for your board by being prompt with your articles.*
17. *Work diligently with State Convention Chairman. Early in the year, meet with Convention City, tour the hotel and make an outline of plans. Refer to duties as they relate to State Convention.*
18. *You are the Official Representative of the Oklahoma State Council during the International Convention. These duties include: keeping designated appointment for State Council's credentials; opening ceremony at First General Assembly and attendance at all General Assemblies; assisting our State's IC Candidate for office; conducting the State Council's caucus and casting ballots as designated by the caucus. Make a list of all attendees by chapter and forward copy to Outstanding Chapter Chairman.*
19. *Email copies of the International Council Executive/General Board and ESA Foundation Board to the chapters as soon as that information is received*

## **PRESIDENT (Continued)**

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20. *Make arrangements for the August Leadership Seminar. Arrange for all speakers. A fund has been established in the State Budget for speaker fees. See State Council Standing Rules for procedures to approve the use of these funds. Request Corresponding Secretary to serve as Reservations Chairman. Request Recording Secretary to record the minutes in summary form and submit them to the Petticoat Journal Editor for printing in the next issue of the Petticoat Journal.*
21. *Monthly financial reports should be received from State Treasurer, Project Director, Petticoat Journal Editor and Directory Chairman.*
22. *Assign active Past State Presidents (Sooner Senioresses) and District Coordinator advisors for contests. For the Contest Meeting prior to the November State Council Meeting, prepare a list of these assignments and make sufficient copies for Contest Chairmen and advisors.*
23. *Holiday greetings should be extended to chapters in the December/January issue of the PJ. Any other cards shall be sent at your own discretion and expense.*
24. *For the State Directory, include new Chapter Officer/Member Roster Form with March Council Meeting notice requesting form be completed and sent to First Vice President-President Elect.*
25. *While the Annual Report Form for all Executive and General Board members is no longer required, encourage each Officer and Chairman to leave a report of their specific activities and suggestions of the year in the office file for their successor.*
26. *Keep list of active chapters. When notification is received from Treasurer advising of a chapter that has not paid State Council dues for three consecutive years, it shall be the responsibility of the President and/or First Vice President-President Elect to notify the chapter it will be placed on the State Council's "inactive" list. If you can, meet with the chapter and express interest and concern. Explain why the chapter is being placed on the inactive list and how they can again be considered active within the state. If visitation cannot be arranged, call and/or write to last known Chapter President. Send a letter to inactive chapters inviting them to become active again.*
27. *Keep a well-organized written record of work pertaining to your office and deliver to your successor at the close of the annual State Convention.*
28. *Keep 1<sup>st</sup> Vice President-President Elect well informed of all activities throughout the year and send copies of all official correspondence.*
29. **DUTIES AS THEY RELATE TO STATE CONVENTION:**
  - a. *Follow the general procedures and traditions of previous Conventions. Circumstances and your preference will occasionally make it necessary to change a few procedures. Feel free to do so.*

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- b. Coordinate all activities with the State Convention Chairman.*
- c. Tour Convention facilities early in the year. Obtain detailed diagrams of rooms and facilities.*
- d. Attend Convention planning meetings whenever possible.*
- e. Ask to receive copies of all Convention minutes.*
- f. Plan Convention schedule of events with Convention Chairman.*
- g. Plan agendas for General Assemblies, Board Food Function, Awards Luncheon, and Banquet. Furnish to Chairman for the Convention Program Book. Approve final copy before it is delivered to printer.*
- h. Prepare detailed agendas for General Assemblies, Board Food Function, Awards Luncheon, and Banquet. Furnish copies to Convention Chairman, 1<sup>st</sup> Vice President-President Elect, 2<sup>nd</sup> Vice President, Parliamentarian, Recording Secretary, Corresponding Secretary, and members of the Committee to Read Convention Minutes.*
- i. Prepare President's welcome message for Convention Program Book.*
- j. Prepare seating arrangements for Special Guests and Executive and General Board.*
- k. Make distribution of copies to Convention Chairman and Board Members.*
- l. Order/prepare award certificates as soon as possible after April 15, and place in appropriately marked envelopes for various Officers/Chairmen presenting awards at Convention.*
- m. Designate person in charge of Flag Ceremonies and have her contact IC Representative for her part.*
- n. Designate roommate/hostess for the official International Council Representative.*
- o. Designate hostess for ESA Headquarters Representative and any other visiting V.I.P.s.*
- p. Arrange special seating for the Distinguished Achievement Award winner and sponsoring chapter and the Outstanding Youth Award winner and sponsoring chapter.*
- q. Approve format for workshops.*
- r. Approve speakers and presentations.*
- s. Issue invitations for the Board Food Function and Candidates Reception at March State Council Meeting. Check with convention if guests will pay for their dinner and cost. Issue Convention Invitations to ESA Headquarters, International Council Elected Officers and any personal invitations you wish to send.*
- t. Issue visiting courtesies to the official International Council Representative and advise her of Convention plans and any duties she is to perform.*
- u. Designate pictures to be taken by Convention Photographer.*
- v. Appoint tellers for State Officer Elections, Nominating Committee Elections, and when needed, State Project Elections.*
- w. Determine time and place for Door Prize Drawings.*
- x. Work with First Vice President-President Elect and Installing Officer.*
- y. Prepare a list of Award Winners for distribution following Awards Luncheon.*
- z. Prepare the Convention Rules for Convention (coordinate any changes with the Parliamentarian) and submit to the Convention Chairman for printing in the Convention Program Book.*
- aa. Present President's Award during Awards Luncheon.*