

Taxation and Licensing Chair and Committee

General duties:

- Serve as a non-voting member of the State Executive Board.
- The Chair is appointed by the President from one of the members of the committee which is made up of a member from each District.
- Duties of the committee are:
 - Develop a file which includes reports of taxation and/or licensing problems in others states;
 - Receive all requests for aid from members who teach in their homes;
 - Be prepared to give assistance in the name of the Association to all such members with the knowledge and approval of the Executive Board.
- Provide assistance as requested to local associations attempting to qualify for tax-exempt status under IRS code 501 (c) (3).
- Maintain current job description and Manual of Procedure to be passed along to successor.

A suggested time-table for duties follows:

November – odd year (incoming)

- Attend the State Conference.
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.

January, May, October

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline. **If unable to attend the Executive Board meeting, mail or email the report to the Vice-President for District and Local Associations to present at meeting.**

February, June, November

- Attend State Executive Board meetings.

June

- Attend the State Conference ~~and Executive Board meetings.~~

November – odd year (outgoing)

- Attend Executive Board meetings, ~~at last meeting turn over Manual and materials to incoming Chair.~~