

## **Community Service Awards Chair**

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### **General duties:**

- Serve as a non-voting member of the State Executive Board.
- Attend State Competitive Events board meetings as called.
- Refer to the *2000 Edition of the Handbook for Student Activities*, its updates or applications and supplemental information to answer questions about the program.
- Be responsible for advertising the program.
- Handle needed paperwork and finances.
- Appoint three judges to select State winners.
- Notify Editor and Webmaster regarding winners.
- Contact Foundation Treasurer regarding winners.
- Present awards to winners at State Conference during a General Session.
- Maintain current job description and Manual of Procedure to be passed along to successor.

### **A suggested time-table for duties follows:**

#### **November – odd year**

- Attend the State Conference.
- Attend Student Activities Board meeting.
- 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 Vice-President for FSMTA Competitive Student Events to present.

#### **February, June, November**

- Attend State Executive Board meeting.

#### **March**

- Receive County winner's information from Local Association Presidents.
- Appoint three judges to select State winners.

#### **April**

- Notify Roslyn Greenspan by mail who the winner is for this year and give information when award will be made.

## June

- Contact Foundation Treasurer regarding winners.

## July

- By the 10<sup>th</sup> of the month submit to FSMTA newsletter Editor and Webmaster information about the winners for publication. Signed Photo Permission Forms must be included for each winner who has submitted a photo (downloadable from the FSMTA website).

## September

- Request from VP for Districts and Local Associations an updated list of District and Local Association Presidents.
- Contact Joanna Greenspan (daughter of Roslyn) to notify them when award will take place and ask if they will be able to be present at the time of the award.
- **Prepare a brief bio on the winners to be shared at the public presentation of awards at the conference. (Update 2/1/08).**

## November

- Attend the State Conference.
- Attend Executive Board meetings and Student Activities Board meeting.
- Present awards to winners at State Conference during a General Session.

## November – odd year (outgoing)

- Attend the State Conference.
- Present awards to winners at State Conference during a General Session.
- Attend Student Activities Board meeting.
- Attend Executive Board meetings. At last meeting turn over Manual and materials to incoming Chair