

## Manual of Procedures Chair

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### General duties:

- Serve as a non-voting member of the State Executive Board.
- Prepare report for State Executive Board meetings.
- Keep records of changes needed to be made to the present Manual of Procedures.
- Process those changes in time for an updated Manual of Procedures to be presented following next election to incoming officers.
- Maintain an electronic and hard copy of current Manual of Procedures.
  - Transfer the electronic copy to the Webmaster to be posted on the FSMTA website.
- Maintain current job description and Policy Manual to be passed along to successor.

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

#### November – odd year

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

#### January, May, October

- Prepare report for State Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

#### February, June

- Attend State Executive Board meetings.
- Collect final changes to be made in Manual of Procedures.
- Process changes in Manual of Procedures so they can be distributed at State Conference.

#### June

- Attend the State Conference and attend Executive Board meetings.

#### February – odd year

- ~~Attend State Executive Board meetings.~~

#### June – odd year

- ~~Attend State Executive Board meetings.~~
- ~~Process changes in Manual so they can be distributed at State Conference.~~

**November – even year**

- Attend the State Conference.
- Attend Executive Board meetings. At last meeting turn over Manual and materials to incoming Chair. Distribute updated Manual and materials to incoming officers and chairs.
  - Advise officers and chairs that the Manual of Procedures is available on the FSMTA website at any time to download the most current version.