

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.