

Community Service Awards Chair

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.

February

- Send an e-mail to all local and district presidents to remind them of the time line for accepting applications.

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 FSMTE Competitive Student Events to present.

March

- Receive County winner's information by deadline of April 1.
- Appoint three judges to select State winners.

April

- After April 1st deadline, compile all the necessary materials and mail to the judges. Send checks to state treasurer.

May/June

- Notify Roslyn Greenspan by mail of the winner and give information when award will be made.
- Send “Thank you” letters to judges.

June

- Attend State Executive Board meeting
- Contact Foundation Treasurer regarding winners.
- Prepare article for July newsletter.
- Prepare certificates, for all participants and winners; order plaques.
- Mail plaques and certificates to all county winners.
- Mail certificates to state winners.
- Send request for reimbursement to treasurer.

July

- By the 10th 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.
- Request checks from Foundation treasurer.

November – even year

- Submit article before newsletter deadline.
- 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)

- Submit article before newsletter deadline.
- 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