

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.
- Presentation to winners is done by the present chairperson.
- Prepare and submit article for FSMTA Newsletter.
- On election year the Manual of Procedure as well as all Community Service materials will be given to new chairperson.

January

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

February

- Receive County applications by deadline of March 1.

March

- If more than one applicant from any county then notify the District Community Service Chairperson to arrange for a panel of judges to select the County winner by deadline of April 1.

April

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

- Compile all the necessary materials and mail to the judges. Request the results by May 1.
- Send checks to state treasurer.

May

- Notify all applicants and their instructors by letter **and** email of judges' decision as well as details of State Conference presentation.
- Notify Mrs. Greenspan of the winner and details of State Conference presentation.
- Prepare article announcing winners and send pictures.
- Prepare the certificates for all participants and winners.
- Have FSMTA President sign certificates.
- Order plaques for each county winner as well as the state winners.
- Send "Thank You" letters to judges.
- 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.

June

- Attend State Executive Board meeting.
- Contact Foundation Treasurer regarding winners.
- 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.

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.

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.