



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **PRESIDENT**

1. Participate in Leadership Development Seminar for new state organization presidents at international conference
2. Serve as a member of the international Executive Board
3. Correspond/work with International as directed, including making reports
4. Facilitate officer planning at the beginning of each year of the biennium
5. Direct all state activities
6. Appoint members to fill the following positions:
  - standing committees
  - ad hoc committees
  - parliamentary
  - headquarters manager
  - webmaster
  - *Zeta Data* editor
  - all vacancies in office
  - fine arts liaison
  - SEE Rep on the Membership Committee
7. Serve ex officio on all committees except the Nominating Committee
8. Schedule committee meetings
9. Plan the annual Executive Board meetings and the convention
10. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
11. Serve as chair of the Executive Committee
12. Coordinate state meal function at international conferences and conventions
13. Work with an ad hoc committee to review the Strategic Action Plan each biennium
14. Approve all expenditures and sign vouchers
15. Sign legal documents
16. Work with *Zeta Data* Editor to solicit and organize articles for each issue of *Zeta Data*
17. Approve all publications
18. Visit chapters as invited
19. Guide chapter work and district work through correspondence and visits
20. Promote the Society in both the educational profession and the community



## MISSISSIPPI STATE ORGANIZATION

### Duties of the FIRST VICE PRESIDENT

1. Preside at meetings in the absence of the president
2. Succeed to presidency in the event of the resignation of the president or her inability to serve
3. Serve on the Executive Committee and the Executive Board
4. Participate in officer planning at the beginning of each year of the biennium
5. Serve as Chair of the Educational Excellence Committee
6. Coordinate the work of each of the Educational Excellence Committee programs, set goals for the biennium, and work to accomplish those goals
7. Prepare and submit annual reports as First Vice President and EEC Chairman, compiling information from reports of Area Reps of EEC (**forms 6, 24, 10, 11, 20, 2, Music and Legislative**)
8. Present Annual Reports for First Vice President and EEC Chair at Executive Board Meetings
9. Evaluate chapter yearbooks annually, prepare, and submit Yearbook report, and announce award recipients at the District Meetings and Convention (**Form 25**)
10. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until next convention or meeting
11. Present the Birthday Wish at the District Meetings
12. Meet with convention planning committee to plan the workshops for the convention and then coordinate those plans with the Educational Excellence Committee
13. Recruit presenters and facilitators for each workshop at the convention
14. Work with president to prepare and print the convention program
15. Introduce International Representative at convention
16. Set up flags and banner for the convention, remove them at the convention's end, and return to the chair of the Headquarters Committee or the headquarters manager
17. Promote program workshops at district and state meetings as requested
18. Attend state and international meetings
19. Participate in training sessions at international conferences
20. Implement the international program theme by promoting with chapters a program of work that covers a wide spectrum of activities related to the theme
21. Prepare a notebook for the new chapter program chairs to be used at the Chapter Leaders Retreat
22. Distribute updated state and international information to chapter counterparts for publication in their yearbooks
23. Maintain contact with chapter committees and program chairs through workshops, written communications, reports, and digital media
24. Promote the survey of members' interests, needs, skills, and talents on the chapter level toward program planning
25. Promote the active participation of all members in programs and projects at the chapter, district, and state levels
26. Promote utilization of music, drama, visual arts, dance, storytelling, and role-playing to make programs memorable and relevant
27. Promote the Society in both the educational profession and the community
28. Visit chapters as invited
29. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **SECOND VICE PRESIDENT**

1. Preside at meetings in the absence of both the president and the first vice president
2. Succeed to the presidency in the event of the resignation or inability to serve of both the president and the first vice president
3. Participate in officer planning at the beginning of each year of the biennium
4. Serve on the Executive Committee and the Executive Board
5. Attend state and international meetings as possible
6. Prepare and present an annual report for the Executive Board meetings
7. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
8. Prepare and present a Birthday Wish at the convention Celebration Luncheon
9. Assist the first vice president with the presentation of chapter presidents at the convention Presidents Banquet
10. Assist and guide directors and assistant directors in the planning, conducting, and evaluating of their district meetings
11. Introduce the speaker at the district meeting luncheon
12. Work with district directors and assistant district directors to recognize at the state convention women who have been members for fifty-plus years
13. Correspond with the chapter presidents when needed
14. Visit chapters as invited
15. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **RECORDING SECRETARY**

1. Record minutes for each meeting of the state organization including Executive Committee, Executive Board meetings, and the business session at the convention
2. Submit a draft of the minutes to the designated readers
3. Provide final copies of minutes to individuals as directed by the president
4. File all committee minutes at headquarters
5. Serve on the Executive Committee and the Executive Board
6. Conduct workshops at meetings as requested
7. Participate in officer planning at the beginning of each year of the biennium
8. Prepare and publish, in even-numbered years, the updated hard-copy directory of members for delivery to officers, related personnel, and committee chairs, and make available electronic copies to chapters upon their request
9. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
10. Promote the Society in both the educational profession and the community
11. Visit chapters as invited
12. Attend state meetings
13. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **DISTRICT DIRECTORS** and **ASSISTANT DISTRICT DIRECTORS**

1. Participate in officer planning at the beginning of each year of the biennium
2. Serve as voting members of the Executive Board
3. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
4. Assist with Chapter Leaders Retreat as requested by the Leadership Development Committee
5. Work with the second vice president to plan and carry out the district meetings in the spring of even-numbered years
6. Set up flags and banner for the district meetings, remove them at the meetings' end, and return to the chair of the Headquarters Committee or the headquarters manager
7. Review and update the District Directors Notebooks
8. Attend district meetings
9. Prepare and submit, within four weeks of the event, to the Finance Committee Chair, the state president, the state treasurer, and the state executive secretary a comprehensive report of receipts and expenditures for the district meeting.
10. Work with second vice president to recognize at the state convention women who have been members for fifty-plus years
11. Receive yearbooks and newsletters (district directors only)
12. Assist with convention, as requested by the convention chair
13. Promote the Society in both the educational profession and the community
14. Visit chapters as invited
15. Attend state meetings
16. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **TREASURER**

1. Participate in training session at international conferences for state organization treasurers
2. Participate in officer planning at the beginning of each year of the biennium
3. Attend the state meetings and international conferences and conventions
4. Use for reference the latest revisions of the *Constitution* and the *International Standing Rules*, the *Go-To Guide*, *Guidelines for State Organization Treasurers*, Mississippi State Organization Bylaws and Standing Rules, and state Financial Policies
5. Receive/post/deposit all dues, contributions, interest, and miscellaneous funds. Deposit all money in the name of Mississippi State Organization, The Delta Kappa Gamma Society International.
6. Maintain an accurate and current membership roster
7. Purchase a fidelity bond as authorized by the Executive Board
8. Assist in the process of budget development and supervision of state organization finances
9. Keep all signature cards current with the treasurer, president, and executive secretary names on accounts
10. Keep an accurate account of receipts and expenditures
11. Keep a file of receipts, bills, and bank statements
12. Pay all bills by check after the approval of the bill by the president
13. Maintain separate bank accounts:
  - a. Available Fund
  - b. Scholarship Fund
  - c. Permanent Fund
  - d. Emergency Fund
  - e. Leadership Development Fund
  - f. Grant-in-Aid Fund
  - g. Mary Stuart Harmon Scholarship Fund
  - h. Leadership Management Fund
  - i. State Headquarters Fund
14. Make transfers from the Available Fund to the Scholarship Fund, the Permanent Fund, and other funds as required at the proper times
15. Make transfers to the Available Fund from the Scholarship Fund, Mary Stuart Harmon Scholarship Fund, and other funds as required at the proper times
16. Make a financial report on all funds to the Executive Board, convention, and at other times as requested by the Executive Board
17. Prepare annually, before November 15, **IRS Form 990** report to the Internal Revenue Service and submit report to the Operations Services Administrator
18. Make an annual report on **Int. Form 16** to the Finance Director, president, and chair of Finance Committee by September 1

19. Submit records annually for audit or review in accordance with bylaws
20. Maintain all checking accounts, savings accounts, and certificates of deposit
21. Manage investments in consultation with the president and the Finance Committee
22. Reconcile bank statements
23. Serve as financial advisor to the scholarship committee
24. Serve on the Executive Board
25. Transfer funds from the State Headquarters Fund to Delta Kappa Gamma MSO Headquarters Checking Account as needed for operation of headquarters
26. Conduct workshops at meetings as requested
27. Provide semi-annual and annual financial reports to the president and members of the Finance Committee
28. Provide copies of the auditor's report to the president and chair of the Finance Committee
29. Purchase president's pin to be presented to president upon her installation
30. Order discs for presentation to MSO Achievement Award recipients at the state convention
31. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
32. Promote the Society in both the educational profession and the community
33. Visit chapters as invited
34. Prepare accounts quarterly for Finance Committee review as required by bonding company.
35. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **EXECUTIVE SECRETARY**

1. Provide continuity of committees and officers from one biennium to another
2. Participate in officer planning at the beginning of each year of the biennium
3. Attend meetings at chapter, state, and international levels
4. Distribute information to Order of Magnolia as designated by the president
5. Attend and keep records of attendance at meetings
6. Serve on the Executive Committee and Executive Board, ex officio without vote
7. Publish committee, officer, and related personnel reports for Executive Board meetings
8. Prepare and publish the approved revisions to the Bylaws and Standing Rules
9. Record revisions to policies and procedures as changes are submitted and publish the *Policies and Procedures Manual*
10. Prepare and distribute to officers and related personnel and committee chairs an updated supplement of newly-installed and selected officers and committee chairs
11. Handle correspondence for the state organization, including reminders to officers, committee chairs, and chapter presidents of impending events, activities, and deadlines
12. Notify International of the dissolution of a chapter
13. Assist the president in planning the Executive Board meetings
  - Provide report forms to officers and committee chairs
  - Serve as registrar for the meeting
  - Make labels and name badges for attendees
14. Prepare and submit, within four weeks of the event, to the Finance Committee Chair, the state president, and the state treasurer a comprehensive report of receipts and expenditures for the interim Executive Board Meeting.
15. Assist the president in making arrangements for the committee meetings
16. Serve ex officio on the Bylaws and Standing Rules Committee and the Policies and Procedures Review Committee
17. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
18. Promote the Society in both the educational profession and the community
19. Assist chapter presidents when help is requested or needed
20. Obtain and keep current contact information for chapter presidents and committee chairs, and send this information to the state committee counterparts
21. Prepare and distribute to chapters updated state and international information for their yearbooks
22. Perform other duties as directed by the president





## **MISSISSIPPI STATE ORGANIZATION**

### **Duties of the IMMEDIATE PAST PRESIDENT**

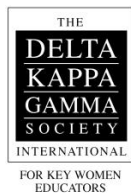
1. Serve as consultant to the president
2. Participate in officer planning at the beginning of each year of the biennium
3. Serve as a member of the Policies and Procedures Review Committee
4. Serve as a member of the Headquarters Committee
5. Serve as chair of the Order of Magnolia and remind members of their Executive Board responsibilities
6. Serve as liaison between the Leadership Development Committee and the Order of Magnolia
7. Provide all necessary documents to incoming president so that there will be a smooth transition of office
8. Provide the History Committee with a report of the activities of her biennium by June 30
9. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
10. Promote the Society in both the educational profession and the community
11. Visit chapters as invited
12. Attend state meetings
13. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **PARLIAMENTARIAN**

1. Act as advisor to the officers and the members in matters pertaining to interpretation of the *Constitution*, the Mississippi State Organization Bylaws and Standing Rules, and parliamentary usage
2. Participate in officer planning at the beginning of each year of the biennium
3. Serve on the Bylaws and Standing Rules Committee, ex officio without vote
4. Serve on the Policies and Procedures Review Committee
5. Serve on the Executive Committee and Executive Board, ex officio without vote
6. Conduct workshops at meetings as requested
7. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
8. Promote the Society in both the educational profession and the community
9. Visit chapters as invited
10. Attend state meetings
11. Perform other duties as directed by the president



## MISSISSIPPI STATE ORGANIZATION

### Duties of the **ZETA DATA EDITOR**

1. Participate in training session at international conference for state organization editors
2. Attend state and district meetings and international conferences and conventions
3. Participate in officer planning at the beginning of each year of the biennium
4. Obtain address disk from International and deliver issues for mailing to the mailing service
5. Update contact information on officers and staff for publication in *Zeta Data*
6. Work with the president to plan articles for each issue of *Zeta Data*
7. Receive chapter newsletters and state organization newsletters from throughout the Society
8. Prepare the layout for three quarterly issues of *Zeta Data*
9. Submit draft of *Zeta Data* to the president for content and to chair of the Communications and Marketing Committee for proofreading
10. Submit *Zeta Data* to printer for publication and provide electronic copies of *Zeta Data* to the webmaster for posting
11. Maintain archival files of *Zeta Data* issues in electronic form
12. Complete postal audits as needed
13. Serve as member of the Communications and Marketing Committee, ex officio
14. Prepare written reports for Executive Board meetings
15. Conduct workshops at meetings as requested
16. Take action, with the advice and approval of the Executive Board, on matters that cannot be deferred until the next convention or meeting
17. Promote the Society in both the educational profession and the community
18. Visit chapters as invited
19. Perform other duties as directed by the president



## **MISSISSIPPI STATE ORGANIZATION**

### **Duties of the WEBMASTER**

1. Keep the website up-to-date as prescribed by The Delta Kappa Gamma Society International standards
2. Work with president to keep website information current
3. Participate in training session at international conference for webmasters
4. Work with the Communications and Marketing Committee and the *Zeta Data* Editor in providing the membership with *Zeta Data* online
5. Serve on the Communications and Marketing Committee, ex officio
6. Conduct workshops and seminars when requested
7. Update webmaster's duties and submit changes in committee responsibilities and procedures to the chair of the Policies and Procedures Review Committee
8. Visit chapters as invited
9. Attend state and district meetings and international conferences and conventions
10. Perform other duties as directed by the president