



SERC
Executive Board
Officers'
Duties/Guidelines

Duties of the President

November

- Immediately following the close of the assembly, meet with both the Executive and General Boards. Instruct them of their duties, distribute the yearbook and remind each person to prepare a permanent file to be passed on to their successor. A copy of the yearbook goes to all Board members including two year's state Presidents, the SERCHETTES and Past IC Presidents from SERC states, IC President and ESA Headquarters.

December

- Make state convention assignments using SERC elected officers, past SERC Presidents or SERC Appointed officers, if necessary. The choice is yours. Notify State Presidents and each officer of their assignments. It is very helpful to the 2nd Vice President to be assigned as representative to the SERC Conference State.

January

- Mail newsletter to the official mailing list. Include information you might wish to share. Mail instructions to SERC Reps attending state conventions so they may begin to prepare their presentation. Include visitation form for each representative.

February

- From time to time you may be asked to write articles for the IC President's, Headquarters', State President's and Membership newsletters and various SERC state newspapers. Articles should be written for both issues of the SERCH.
- Attend the State President's Leadership Seminar. Have a short informal meeting with the incoming SERC State Presidents. This is a good time to distribute your yearbooks to the SERC incoming presidents. Take small gifts for your roomies and any others you wish to remember such as the IC President and IC First Vice President.

March, April & May

- Write letters of regret to all SERC states you that you will not be able to attend their conventions. Mail newsletter with information of interest to those of the mailing list. Be sure to say something about Leadership, especially thanks. Include names and addresses of the incoming SERC State Presidents.
- Make convention visits as SERC Representative. Take inexpensive gifts for the IC Representative, current and incoming state presidents, convention chairman and any others you wish to remember. Fill in visitation report form and mail a copy to the SERC First Vice President. You may wish to send copies to the State's outgoing and incoming presidents. Mail these within 15 days of your visit. Submit voucher and receipts to the SERC Treasurer for expenses incurred for your visits. Have an inexpensive gift for the SERC Representative to your own state convention. Write thank you notes.
- Mail newsletter to the Executive and General Board with information about the SERC meetings at International convention.

June

- Plan the Executive and General Board SERC meetings to be held during IC Convention. Prepare envelopes or folders for members of each board to be used to distribute material at the General Board meeting.

July

- Attend International Convention. Attend the State Presidents workshop. Take advantage of all workshops, events, etc. Preside at the SERC Executive and General Board meetings at IC. Have fun! If the Executive Board has drawn for (non-) secret sisters, be sure to take a gift. You may wish to take gifts for all members of your Executive board and special sisters. Take white gloves and the SERC flag to use in the Opening Ceremony. Before you leave IC be sure to give the SERC flag to someone from the SERC Conference hostess state so it will be sure to be at Conference.

August

- Write an article for the fall issue of the SERCH. Announce the deadline for elected and appointed officer's reports as required by Article VII, Section 1A of the SERC Bylaws. Advise the officer's to send these reports to the Conference Chairman. They are to be included in the Conference program booklet. Prepare a copy of the Conference program agenda for the local Conference chairman and copy the 2nd Vice President. This agenda is not the detailed one prepared for the Board. Furnish your welcome for the Conference Program to the Local Conference Chairman along with seating arrangements for each event.
- The Conference is planned according to your wishes. You may ask anyone you wish to officiate at the Opening Ceremonies. It is an honor to carry the American Flag and this is your choice. There is an SERC flag that can be carried by you.
- Contact the Chaplain about the Memorial Service. Provide her with a time limit for the service. Remind her of all duties she will be expected to perform at Conference.
- Mail a newsletter concerning the Conference to the Board.

September and October

- If at all possible, visit the Conference hotel with the SERC 2nd Vice-President, Local Conference Chairman and the SERC President-elect.
- Review the list of all duties of the SERC President pertaining to Conference in the SERC Conference Planning Manual.
- Contact the IC Treasurer for a report of the number of chapters from each of the SERC states paying IC dues. This information should be effective as of October 1st of the current year. Prepare keys (or mementos) for the SERC State President to wear representing the percentage of IC dues paid. The keys are presented at your discretion and the Presidents should be instructed to wear them throughout the Conference.
- Prepare a detailed agenda for yourself and one for the Executive Board members, your Representatives and anyone else who will be seated at the head table.
- Advise everyone who will be seated at the head table for the General Board meeting, the General Assembly and the banquet.
- Be prepared and preside at all functions of the Conference. Have your Administrative Assistants distribute your gifts to everyone except the special ones you wish to distribute yourself. RELAX as you prepare to enjoy your Conference.
- Give your files and the files of at least 2 years to your successor. Your files should include the yearbooks received from your current state presidents. It is not necessary to give the yearbooks of the previous year to your successor. It is NOT NECESSARY to give EVERYTHING you received but only necessary correspondence. Try to limit your files to two 4" notebooks.
- Stay in close contact with your Board. If someone is falling down on their job, check immediately to see what the problem is and how it can be corrected.

Duties of the 1st Vice President

November

- As soon as you get the files, look them over to get an idea of exactly what is expected of you. If you feel the nomination forms or the point system needs to be updated, get input from your committee members.

December

- You may wish to write notes to your committee members just to say hello, etc. Merry Christmas.

January

- Your committee members may have furnished input and/or the nomination forms are fine or must be changed. Do this if necessary. Mail nomination forms to State Presidents. Send the SERC President a note asking her to include in her newsletter that the nomination forms have been distributed. Send individual forms to the persons now serving on the SERC Executive Board.
- Ask State Presidents to include nomination endorsements on their Spring Council meeting agenda rather than waiting until the annual conventions since some come after the June 1st deadline.
- Mail the upcoming year's state officers form to the 1st Vice President of each SERC State requesting that they complete the form and either give it to the SERC Rep at their state convention or mail it to you.

February

- Write your article for the spring issue of the SERCH. The editor will notify you of the deadline and possibly the subject matter.

March, April & May

- Appoint a yearbook chairman so she can begin working on the project assisted by you and your Corresponding Secretary or begin assisting your Corresponding Secretary with this duty.
- Write letters of regret to all SERC states you that you will not be able to attend their conventions. Mail newsletter with information of interest to those of the mailing list. Be sure to say something about Leadership, especially thanks. Include names and addresses of the incoming SERC State Presidents.
- Make convention visits as SERC Representative. Take inexpensive gifts for the IC Representative, current and incoming state presidents, convention chairman and any others you wish to remember. Fill in visitation report form and mail a copy to the SERC First Vice President. You may wish to send copies to the State's outgoing and incoming presidents. Mail these within 15 days of your visit. Submit voucher and receipts to the SERC Treasurer for expenses incurred for your visits. Have an inexpensive gift for the SERC Representative to your own state convention. Write thank you notes.
- Send all State Presidents a memo stating whose nomination forms have been received from their state. This should be done at least 2 weeks prior to the June 1st deadline, so if any have been sent but not received by you there will be time to have it taken care of.

June

- The first of June, send a headshot photograph of yourself to the JONQUIL, along with your theme, the Conference dates and site for your year. Include the name, address, phone, and email for each of the following: Membership Director(s), the Senior St. Jude Coordinator, the Easter Seals Chairman,

Philanthropic Chairman and the SERC Editor. These appointments must be made early and should be finalized by May. You may or may not receive a form for this information. Photos may be as large as 5 & 7, color or black and white.

- When nomination forms are received following the June 1st deadline, copies must be sent to the committee members for review, along with a copy of the point system, if required (when there are more than 3 nominees for an office.)
- Elected Officer Nomination Point System: President (any level) 5 points; 1st VP (any level) 4.0 points; 2nd VP (any level) 3.5 points; Other Elected (any level) 3.0 points; Appointed Officer (any level) 2.5 points; Committee Ch (any level) 2.0 points; Committee Member (any level) 1.0 points.
- Request the committee members to send their comments, etc., regarding nominee to you within 10 days so that necessary paperwork may be completed prior to June 30th. Write to IC Treasurer to request verification of all dues being paid from chapters and states that have candidates for office. Write ESA Headquarters to request verification on candidate member dues. Write the SERC Treasurer to request verification of State Dues paid.
- As early as possible, prior to the IC Convention, notify the candidates as to the placement of their names on the ballot with a copy going to their respective State President. This is also a good time to tell them of dress color for installation.

July

- Notify the Conference Chairman and the Second Vice President as to your installing officers, your them and any special arrangements to be made for your November Board meeting. Prepare official slate and report for the SERC General Board meeting held in conjunction with the International Convention. Take nominee qualifications to IC to distribute to save on postage.
- Prepare and mail your article for SERCH to the Editor. Be sure to include ballot information.
- Attend IC Convention. Attend all meetings as required. You may wish to go to credentials with the SERC President. You will also attend the General Board meeting on Sunday morning and pick up the IC President's yearbook as you are considered part of here Board. Make a copy of the yearbook for the SERC President as she will not receive a book.
- August – Notify nominees regarding candidate's presentation at the Friday evening mixer to beheld at the conference if you have not already done so.
- Yearly report of your office should be prepared and sent to the SERC Local Conference Chairman for including in the conference program.
- September – Prepare folders/notebooks to be given to each of your year's elected and appointed officers, committee chairmen and members, the 12 state presidents already installed and the 12 who will be installed later in the year, SERCHETTES, Past IC Presidents from SERC states, IC President and Headquarters. There are no guidelines as to what goes into the yearbooks but in the past it has included contact information for the Executive and General Boards, SERCHETTES, Past IC Presidents from SERC states, the state councils, the Chaplains, Circle of Life Coordinators, Easter Seals, Membership and SERC Coordinators, a calendar of events, SERC forms, IC and Headquarters information.
- Prepare your General and Executive Board meeting agendas. It is your discretion as to having Secret Sisters on the SERC Executive Board. Send your appointed board and members running for office a letter telling them the time of your first board meeting. Enclose a self-addressed postcard for them to return to notify you if they are going to be in attendance. This will also help your yearbook chairman.
- If not already done, mail your check to the Corresponding Secretary as your donation towards a gift for the current SERC President.

October – November

- Send any expense vouchers and receipts directly to the SERC Treasurer if not already done.
- Prepare the official ballot for election at the Conference. Prepare teller sheets. Prepare at least 2 sets in case of a tie.
- Review and up-date the duties of the First Vice President/President elect for your successor. Get your books in order to give to your successor. Give her all the help you can.
- Prepare a roll call sheet to be used by your recording secretary of your General Board members, including SERCHETTES and past IC Presidents from SERC states. The Executive Board will have to

be added after the election. This will be used at your very first general board meeting during the Conference on Saturday afternoon after the Second General Assembly is closed.

- On Friday present all candidates, including any to be nominated from the floor at the General Board meeting. That night preside over the candidate's skit during the mixer party. Only candidates nominated are permitted to take part in the skit.
- Saturday during the First General Assembly introduce the candidates. If any nominations are made from the floor, you will read the qualifications of candidates so nominated.
- Give this booklet to your successor. Give your files and those of the 2 previous years to your successor.

Duties of the 2nd Vice President

Immediately

- Secure the names and addresses of the Local Conference Chairman and Co-Chairman. Correspond with the Local Conference Chairman throughout the year sending copies of all correspondence to the SERC President, the Local Conference Chairman, the State President of the conference state.

Late January or Early February

- Write State Presidents to solicit firm conference bids for the conference to be held in 2 years. Write State Presidents to solicit courtesy conference bids for the conference to be held in 3 years. See SERC Bylaws for eligible states on the rotation basis.
- Write article of SERCH and mail to editor.

March

- Write State Presidents asking them to promote SERC conference attendance in their states. Copy them with registration forms and hotel information.
- Mail conference information to the SERC Executive Board for their use in making presentations on their state convention visits. Include registration forms and hotel information.

April and May

- Prepare message you will give as SERC Representative to SERC state convention. Take any/all information on Conference to distribute on these visits.
- Make convention visit(s) as SERC Representative that you are assigned. Take inexpensive gifts for the IC rep, current and incoming presidents, convention chairman and any others you wish to remember. Fill in visitation report form and send original to the SERC President and a copy to the SERC First Vice President. You may wish to send copies to the State's outgoing and incoming Presidents. Mail these within 15 days of your visit. Submit vouchers and receipts to the SERC Treasurer for expenses incurred for your visit. Write thank you notes.
- Have an inexpensive gift for the SERC Representative to your own state convention.
- Prepare mid-year report for the SERC meeting at the International Convention. Have copies for all Executive Board members. Have enough copies of conference registration forms and hotel information to distribute to SERC members in attendance at IC.

June

- Review everything you plan to present during the SERC Executive Board meeting at the International Convention. Make sure you have everything you will need ready and packed.

July

- Attend the International Convention and take part in the SERC Executive board and General Board meetings. At both meetings promote the upcoming SERC Conference. Announce any bids you have received for upcoming conferences.

August

- Send year-end report and a Welcome to the Local Conference Chairman to be included in program booklet.
- Write and offer assistance to SERC Committee chairmen, namely, Awards, Association of the Arts, Finance, Chaplain, Opening Ceremony and Installing Officer. Ask if they need anything, such as special props, etc.
- Contact Local Conference Chairman requesting she contact hotel to try to arrange for a free room for the President, 1st and 2nd Vice Presidents to tour the facility.
- Write article for SERCH and mail to the Editor. Be sure to include conference information, registration form and hotel reservation information.

September – November

- Contact Local Conference Chairman to secure “Banquet Only” prices for special guests of SERC President and First Vice President. Forward this information to them as soon as received.
- If you have not already sent your check to the SERC Corresponding Secretary as your donation towards a gift for the SERC President, please do so.
- Purchase gifts for IC Representative (if one attends and is used as a rep), Headquarters Rep and Local Conference Chairman. Money for these is in the SERC Budget under Conference Expenses – Courtesies.
- Submit final expense voucher, along with receipts, to the SERC Treasurer as soon as possible. Include all monies spent, even if you do not wish to be reimbursed. This information is needed by the Treasurer and budget committee to prepare the following year’s budget.
- Write letter to SERC State Presidents who will be presenting formal bids for future conferences. Let them know who is expected to have skits on Friday night and time allowed. Explain that you will present bid information to the membership during the General Assembly on Saturday but they should include all pertinent information in their skit.
- Prepare conference site ballots and teller sheets if more than one state is bidding. Prepare two sets in case of a tie. Be sure to bring the ballot box you should have in your possession
- Relax and enjoy the Conference. Give this booklet to your successor. Give your files and the two previous years to your successor.

Duties of the Recording Secretary

November

- Be prepared to call the roll or mark the roll, whichever the SERC President wishes, at her Executive and General Board meetings on Saturday. The President will have made the roll call sheet for the first board meeting as she will have the information of her appointed board. Transcribe minutes from the Executive Board and General Board meetings and mail to the proper persons.

January – February

- Write article for SERCH and mail to editor.

March

- Prepare for any convention visits you will be making as the SERC Representative.

April – May

- Make any convention visit as SERC Representative that you are assigned. Take inexpensive gifts for the IC Rep, current and incoming Presidents, convention chairman and any others you may wish to remember. Fill in visitation report form and send original to the SERC President and a copy to the SERC First Vice. You may wish to send copies to the State's outgoing and incoming Presidents. Mail these within 15 days of your visit. Submit voucher and receipts to the SERC Treasurer for expenses incurred for your visit. Write thank you notes.

June

- Prepare to attend IC Convention. Prepare a roll to use at the Executive Board and General Board meetings that are usually held at the IC Convention. Prepare a roll call for each of the meetings that will be held at Conference.

July

Attend IC Convention. Be prepared to attend meetings of the SERC Executive and General Boards and perform whatever duties may be required.

August – September

- Mail minutes of the Executive Board and General Board meetings held at IC mailed to the proper people. Submit voucher and receipts to the SERC Treasurer for these expenses.
- Send year-end report to Local Conference Chairman to be included in program booklet.
- Write article for SERCH and mail to editor.
- If not already done, mail your check to the Corresponding Secretary as your donation towards a gift for the SERC President.
- Submit your final voucher to the SERC Treasurer for your expenses. Money for mailing of conference minutes will be included in the following year's budget.

October – November

- The Conference will be held during one or the other months. Do your duties as required and enjoy.
- Be sure to get the ballots and teller sheets from the SERC President along with the teller's report. Be sure to include in the conference minutes as an exhibit. Retain the ballots with your files, per the SERC bylaws.
- Send minutes to the minute's approval committee for approval and signatures prior to mailing to the official mailing list. Send book, etc, not already given to the new Recording Secretary. Send voucher and receipts to the new SERC Treasurer for expenses incurred in distributing these minutes.
- Give this booklet to your successor. Give your files, the permanent files and those of the two previous years to your successor.

Duties of the Treasurer

November

- Read the bylaws and standing rules underlining all areas pertaining to the duties of the treasurer, budget committee, dues and deadlines and areas of Finance Director's duties that affect your area as Treasurer.
- You will receive the money raised by the Finance Director at Conference to open your checking account. When opening your account you will need to have the account set up requiring 2 signatures on every check. (Treasurer and SERC President)

December

- Using the budget, send 3 vouchers to all who have amounts reflected the budget. Attach to a cover letter reminding them of budgeted amounts and that only these amounts will be paid without Executive Board approval. Any amount over the budgeted amount will have to have the approval of the Executive Board.
- Send letters to State Presidents to remind them that SERC dues are due by January 1st and the deadline is sixty days after the due date.

January

- Send notices to State President whose states have not paid their SERC dues reminding them of the deadline.

February

- Send third and final notice to State Presidents whose states have not paid their dues. You may wish to contact the current SERC officers in the delinquent states requesting their help in getting the dues paid.
- Write article for SERCH and mail to editor.
- Send 3 vouchers to the Local Conference Chairman with a cover letter so that she may request the \$500 conference advance, IF NEEDED.

March

- Forward a check in the correct amount to the ESA Foundation for dues of the Southeastern Regional Council.

April – May

- Prepare to attend other state convention as their SERC Representative. Take gifts for the State President, incoming State President and IC Rep and any others you may wish to remember. Fill in visitation report form and send original to the SERC President and a copy to the SERC First Vice President. You may wish to send copies to the State's outgoing and incoming presidents. Mail these within 15 days of your visit. Submit your voucher and receipts to the SERC Treasurer for expenses incurred for your visit. Write thank you notes.

June

- Prepare mid-year report for the SERC Executive Board and the General Board meetings at the International Council Convention. Have copies for all members of the Executive Board and enough to distribute throughout the membership in attendance. See previous year's report to see what needs to be included.
- Request input for the upcoming propose budget from the Board.

July

- Attend the International Council Convention and attend the SERC meetings of both boards.

August

- Forward a check in the amount of the International Council dues to the newly elected International Council Treasurer.
- Prepare a proposed budget and forward to your committee requesting their input and approval. Copy both the SERC President and First Vice President on the budget. As soon as you receive approval from the committee, send copies to the SERC Executive board for information only. They will approve the budget prior to it being presented to the membership. Mail a copy to the Local Conference Chairman as it may be included in the conference program booklet.
- September – Mail Credential Cards to the State Presidents along with a return postcard, addressed to yourself, so you will know they have received them.
- If you haven't sent your check to the Corresponding Secretary for your donation toward the gift for the SERC President, do it.

October – November

- Prepare your year-end report and forward to the Local conference Chairman to include in the program booklet.
- Prepare a Financial Report and forward to the Local Conference Chairman to include in the program booklet.
- Prepare a financial Report and forward to the Local Conference Chairman to be included in the Conference program booklet. Also, prepare a report containing a comparison to the budgeted amounts and amounts actually spend and balance in each account. Copies will be needed for the Board meetings.
- Attend the SERC Conference and fulfill your duties. Prior to leaving Conference give all permanent files to the new Treasurer. Also give her the files of the 2 previous years.

December – January

- After all checks have cleared and you have balanced the books, send the bank statements, vouchers, ledger and check book register to the Auditor to be audited. Advise her to forward all to the new Treasurer after the audit is complete.
- When vouchers are sent to you for payment, complete the area marked "For Treasurer's Use Only". Retain one copy along with receipts for your file. Send one copy of the voucher, the check and an addressed envelope to the President
- for her signature, asking her to forward check on to the Payee. Pay only the budgeted amount and nothing is paid without receipts.
- Keep a separate ledger sheet for finance Money received. Send the Finance Director a monthly report as to how much has been received and how much has been debited against the Finance Account.
- Send the President a copy of the bank statement monthly.
- The Fidelity Bond is renewed and included in the budget every three years. (See Permanent Treasurer's file)
- Award certificates should be printed when supply gets low. If the Awards chairman has not notified you that the certificates will need to be printed, contact her to see if the cost of the printing should be included in the budget.
- Give this booklet to your successor. Give the permanent files, the 2 previous years and anything not needed by the Auditor to your successor

Duties of the Parliamentarian

December

- Review your duties, etc.

February

- Write article for SERCH and mail to the editor. Be sure to request any proposed changes to the bylaws and standing rules.
- Request from the State Presidents any proposed changes to the Bylaws and Standing Rules. Ask that they request the same from their membership in their newsletter.
- March – May
- Organize and review submitted changes to the Bylaws and Standing Rules.

April – May

- Prepare to attend other state conventions as their SERC Representative. Take gifts for the State President, incoming State President and IC Rep and any others you may wish to remember. Fill in visitation report form and send original to the SERC President and a copy to the SERC First Vice President. You may wish to send copies to the State's outgoing and incoming Presidents. Mail these within 15 days of your visit. Submit your voucher and receipts to the Treasurer for expenses incurred for your visit. Write thank you notes.
- Attend your own state's convention. Have an inexpensive gift for the SERC Rep to your own state convention.

June

- As soon as possible, after the June 1st deadline, send any proposed changes to your committee for review and approval. Make copies of any proposals to present to the SERC Executive Board at the July meeting.

July

- Attend the International Convention and attend both SERC board meetings. At the Executive Board meeting, present any proposed bylaw or standing rule changes for their approval.

August

- Mail year-end report and proposed bylaw and standing rule changes to the Local Conference Chairman to be included in the conference program booklet.
- Write article for the SERCH and forward to editor.

September

- Mail check to Corresponding Secretary for your donation toward the gift to be purchased for the SERC President.
- Mail proposed amendments to SERC State Presidents and request they include them in their next newsletter.

October – November

- Attend the Conference and fulfill your duties.
- Send bylaws and standing rules, as revised to the general mailing list. This is budgeted in the new years' budget.
- Submit voucher and receipts to the new SERC Treasurer for cost of doing them. Pass this booklet and 2 years files on to your successor.

Duties of the Jr. Past President

December

- Review the duties of the Disaster Fund Chairman.

February –

- Write article for SERCH and mail to the editor.

April – May

- Prepare to attend other state conventions as their SERC Representative. Take gifts for the State President, incoming State President and IC Rep and any others you may wish to remember. Fill in visitation report form and send original to the SERC President and a copy to the SERC First Vice President. You may wish to send copies to the State's outgoing and incoming Presidents. Mail these within 15 days of your visit. Submit your voucher and receipts to the Treasurer for expenses incurred for your visit. Write thank you notes.
- Attend your own state's convention. Have an inexpensive gift for the SERC Rep to your own state convention.

June

- Prepare your Disaster Fund report to be given at the SERC General Board meeting at the International convention.

July

- Attend the International Convention and attend both SERC board meetings. At the Executive Board meeting, present any proposed bylaw or standing rule changes for their approval.

August

- Mail year-end report and proposed bylaw and standing rule changes to the Local Conference Chairman to be included in the conference program booklet.
- Write article for the SERCH and forward to editor.

September

- Mail check to Corresponding Secretary for your donation toward the gift to be purchased for the SERC President.

October – November

- Attend the Conference and fulfill your duties.
- Send bylaws and standing rules, as revised to the general mailing list. This is budgeted in the new years' budget.
- Submit voucher and receipts to the new SERC Treasurer for cost of doing them. Pass this booklet and 2 years files on to your successor