

II. DUTIES OF OFFICERS AND PROFESSIONAL AND APPOINTED PERSONNEL

A. Duties of Officers

The officers shall perform the duties as prescribed in CONSTITUTION ARTICLE VI Section A. 2., Section B. 2., Section C. 1. 2. 7. 8. 9 and Section D. 1. e. (1) (2).

1. COLORADO STATE ORGANIZATION PRESIDENT

The President, or her designee, shall be an ex-officio member with vote on all teams except The Colorado State Organization Nominations Team. The President shall serve as leader of the Colorado State Organization Executive Team. The President shall serve as leader in the planning of Colorado State Organization Conventions in odd-number years.

2. COLORADO STATE ORGANIZATION FIRST VICE-PRESIDENT

The First Vice-President shall serve as team leader of the Colorado State Organization Educational Excellence Team. The First Vice-President shall perform such duties as assigned by the President.

3. COLORAD STATE ORGANIZATION SECOND VICE-PRESIDENT

The Second Vice-President shall serve as team leader of the Colorado State Organization Leadership Development Team in planning the Leadership Conference in even-numbered years. The Second Vice-President shall perform such duties as assigned by the president.

4. COLORADO STATE ORGANIZATION RECORDING SECRETARY

The Recording Secretary shall keep the minutes of the Colorado State Organization's Conventions and Conferences business meetings and the Colorado State Organization Executive Board meetings. The Recording Secretary shall serve as custodian of the Colorado State Organization tape recorder. The Recording Secretary shall send copies of approved minutes to the Colorado State Organization's President, Executive Secretary and file a copy in the Colorado State Organizations Secretary's notebook. The Recording Secretary shall send a resume' of the minutes to all Colorado State Organization Executive Board designated members with THE CALL to the next Colorado State Organization Executive Board meeting.

5. COLORADO STATE ORGANIZATION CORRESPONDING SECRETARY

The Corresponding Secretary shall read important correspondence at all Colorado State Organization Executive Board and Colorado State Organization meetings. The Corresponding Secretary shall prepare and have printed the Colorado State Organization Directory each year and distribute copies to all members of the Colorado State Organization Executive Board.

B. Duties of the Professional Personnel

1. COLORADO STATE ORGANIZATION EXECUTIVE SECRETARY

- a. The Executive Secretary is selected by the Colorado State Organization Executive Board.
 - 1) The term of office shall be for 2 biennia with the option to re-apply for the position to the Personnel Team. The term of office is effective at the 2024 Colorado State Organization State Conference.
 - 2) The duties and responsibilities are defined by the Colorado State Organization Executive Board and/or delegated by the Colorado State Organization President.
- b. Purpose of the Office
 - 1) The purpose of the office is to coordinate and expedite the work of the Colorado State Organization.
 - 2) The Executive Secretary serves as a liaison officer or as a connecting link between the members and chapters; the chapter and the state; the state and the International Society.
 - 3) The Executive Secretary receives and reviews all communications received online or through the United State Postal Service from the International Society and the Colorado State Organization acting on all communications in a timely and appropriate manner.
 - 4) The Executive Secretary meets either online or in person with the Colorado State Organization and the Colorado State Executive Team to offer suggestions and guidance.
 - 5) The Executive Secretary and/or the Treasurer and the President execute legal documents pertaining to the state organization only when authorized by the Colorado State Organization Convention/Conference or the Colorado State Organization Executive Board.
- c. Duties and Responsibilities
 - 1) Colorado State Organization Executive Board and Colorado State Organization Officers
 - a) Serves as a non-voting member and acts in an advisory capacity.
 - b) Reports to the Colorado State Organization Executive Board and the Colorado State Organization Executive Team either in person, in writing or electronically on a regular basis.
 - c) Makes physical arrangements for a meeting place for the Colorado State Organization Executive Board, issues THE CALL, receives reservations and pays the bills in a timely manner.
 - d) During the biennium, works closely with the President, Treasurer and with other officers when needed.
 - e) Serves as ex-officio member of the International Executive Board and attends meetings of the International Executive Board preceding the International Convention.
 - f) Completes a bi-annual self-evaluation form prepared by the Colorado State Organization Personnel Team.

- 2) Colorado State Organization Standing Teams
 - a) Serves as an ex-officio member of the Colorado State Organization's designated teams: Bylaws and Standing Rules, Leadership Development, and Finance.
 - b) Assists other teams when requested.
 - 3) Colorado State Organization Conventions and Leadership Conferences
 - a) Attends Colorado State Organization meetings, international conventions and international conferences.
 - b) Serves in an advisory capacity to the Colorado State Organization Convention/Conference Planning Committees.
 - c) Sees that state paraphernalia and equipment are ready to use at Colorado State Organization Conventions and Conferences.
 - d) Performs other Colorado State Organization Convention and Conference responsibilities as requested by the President.
 - 4) Workshops
 - a) Assists in the planning.
 - b) Arranges the meeting place and receives reservations.
- Delete: Publications 5. a. and b.
- 5) Chapters
 - a) Visits chapters when invited.
 - b) Serves in an advisory capacity, giving counsel on Colorado State Organization and International policies and activities.
 - 6) Public Relations
 - a) Answers questions and concerns about the Society in Colorado.
 - b) Replies to inquiries from other organization.
- d. Expenses and Honorarium
- 1) Each year the Colorado State Organization Executive Board will set the Honorarium to be paid with the approval of the annual budget.
 - 2) Travel expenses for International Conventions and International Conference are stated in the Colorado State Organization Standing Rules I. D. 5. B. (2).
 - 3) Travel expenses within the state for meetings, conventions, and conferences are stated in the Colorado State Standing Rules I. C. D. 2. F.

2. COLORADO STATE ORGANIZATION TREASURER

- a. The Treasurer is selected by Colorado State Organization Executive Board.
 - 1) The term of office for the office is for 2 biennia with the option to re-apply for the position with the Personnel Team. The term of office is effective at the 2024 Colorado State Organization State Conference.
 - 2) The duties and responsibilities for the office are defined by the *International Treasurer Guidelines*, the Colorado State Organization Executive Board, and/or delegated by the Colorado State Organization President.
- b. Purpose of the Office
 - 1) The Treasurer is responsible for receiving and paying out all monies and keeping an accurate record of receipts and expenditures.
 - 2) The Treasurer is responsible for investment and monitoring the Scholarship Funds, the Available Fund which includes the "Service to Member" Account and the Permanent Fund.
 - 3) The Treasurer and/or the Executive Secretary and the President execute legal documents pertaining to the state organization.
- c. Duties and Responsibilities
 - 1) Follows instructions to State Treasures in the CONSTITUTION, International Standing Rules, and the International Treasurer Guidelines.
 - 2) Serves as a liaison officer between chapter and the International Society.
 - 3) Sends chapter treasurers information for reporting dues/fees.
 - 4) Receives and pays out all money, keeping accurate records for such transactions and has information available at the Fall Executive Board meeting.
 - 5) Keeps membership records up to date.
 - 6) Keeps a file of receipts, bills canceled checks and bank statements.
 - 7) Distributes expense vouchers as directed by Colorado State Organization Executive Board.
 - 8) Checks expense vouchers as to budget allowance and policy spending.
 - 9) Pays only bills with vouchers or expense sheets with the approval of the President.
 - 10) ~~Delete~~ Pays all bills.
 - 11) Maintains separate accounts for the Available Funds, "Service-to-Members" Fund, Permanent Fund, Hildegard Sweet-Katherine Glendenning Scholarship Fund, Colorado State Organization and Road Scholar Scholarship Funds.
 - 12) Gives receipts for cash received.
 - 13) Assists chapter treasurers with filing IRS EZ 990.
 - 14) Files tax reports.
 - 15) Maintains fidelity bonds for the state and chapter treasurers.
 - 16) Pays travel costs to chapter presidents attending Fall and Spring Colorado State Organization Executive Board meetings.
 - 17) Purchases the Omega State award pendant.
 - 18) Purchases a State President's pin for the beginning of the Colorado State Organization President's biennium.

- 19) Purchases corsage for the President attending an International Convention and International Conference.
 - 20) Coordinates the business of Colorado State Organization with the President.
 - 21) Serves as a non-voting member of the Colorado State Organization Executive Board.
 - 22) Attends and reports at all Colorado State Organization Executive Board meetings.
 - 23) Serves as ex-officio member of the Colorado State Organization Finance Team and other designated teams/committees.
 - 24) Works with the President and the Executive Secretary and with other state officers when necessary.
 - 25) Performs Colorado State Organization convention/conference responsibilities as requested by the President.
 - 26) Attends Colorado State Organization Conventions/Conferences and International Conventions and Conferences.
 - 27) Submits the treasurer records for annual audit/financial review.
 - 28) Completes a bi-annual self-evaluation prepared by the Colorado State Organization Personnel Team.
- d. Expenses and Honorarium
- 1) Each year the Colorado State Organization Executive Board will set the honorarium to be paid with approval of the annual budget.
 - 2) Travel expenses for International Convention and International Conferences are stated in the Colorado State Organization Standing Rules I. D. 5. B. (2).
 - 3) Travel expenses within the state for meeting, conventions, and conferences are stated in the Colorado State Organization Standing Rules I. C. 2. I. D. F.

3. COLORADO STATE ORGANIZATION EDITOR

- a. The Editor is selected by the Colorado State Organization Executive Board.
- 1) The term of the office and honorarium is fixed by the Colorado State Organization Executive Board.
 - 2) The term of office shall be for 2 biennia with the option to re-apply for the position to the Personnel Team. The term of office is effective at the 2024 Colorado State Organization State Leadership Conference.
- b. Purpose of the Office
- The Editor is responsible for the publication of Colorado Peaks and Plain published three (3) times a year----April, September and February.
- c. Duties and Responsibilities
- 1) Obtains interesting and informative content for each issue.
 - 2) Procures and edits submitted materials, if necessary.

3) Submits completed Colorado Peaks and Plains issues to the Webmaster for publication on the state website.

Delete: Buys permit from the post office each year.

Delete: Orders appropriate mailing labels from international for Colorado State

Organization members, appropriate other state members and International Officers as needed.

4) Attends International Conventions, International Conferences, Colorado State Organization meetings and workshops, when possible.

5) Serves as a consultant on the Colorado State Organization Communications and Marketing Team.

6) Completes a bi-annual self-evaluation form prepared by the Colorado State Organization Personnel Team.

e. Expenses and Honorariums

1) Each year the Colorado State Organization Executive Board will set the honorarium to be paid with the approval of the annual budget.

2) Travel expenses for International Conventions and International Conferences are stated in the Colorado State Organization Standing Rules I. D. 5. b. 2.

3) Travel expenses within the state conventions and leadership conferences are stated in the Colorado State Organization Standing Rules I. C. 1. D. 2. F.

4. COLORADO STATE ORGANIZATION WEBMASTER

a. The Webmaster is selected by the Colorado State Organization Executive Board.

1) The term of office shall be for 2 biennia with the option to re-apply for the position to the Personnel Team. The term of office is effective at the 2024 Colorado State Organization State Leadership Conference.

2) The duties and responsibilities of the position are defined by the Colorado State Organization Executive Board and/or delegated by the President.

b. Purpose of the Position

The Webmaster ensures that the Colorado State Organization website meets Delta Kappa Gamma Society International guidelines for state websites.

c. Duties and Responsibilities

1) Keeps the Colorado State Organization website current and working properly.

2) Determines page layout and modifies, as necessary.

- 3) Links to documents such as Microsoft Word, PDF, and Google Docs to website.
 - 4) Obtains member's written permission prior to posting on the web.
 - 5) Incorporates modifications to the website as recommended by Colorado State Organization Officers.
 - 6) Updates each page after International Communications and Marketing Committee reviews and approves.
 - 7) Maintains total size of website within range of purchased server space.
 - 8) Coordinate with the Treasurer concerning storage and amount of space needed.
 - 9) Coordinates with Colorado State Organization Officers and Profession Personnel on postings, forms and contents.
 - 10) Keeps members informed through presentations, newsletters, and updates.
 - 11) Serves as a resource to local chapters in creating or updating their chapter respective websites.
 - 12) Delete: Assists chapters with training and their chapter respective website creation.
 - 13) Support chapters with Google Doc implementation.
 - 14) Completes a bi-annual self-evaluation form prepared by the Colorado State Organization Personnel Team.
- d. Expenses and Honorariums
- 1) Each year the Colorado State Organization Executive Board will set the honorariums to be paid with the approval of the annual budget.
 - 2) Travel expenses for International Conventions and International Conferences are stated in the Colorado State Organization Standing Rules I. D. 1. b. (2).
 - 3) Travel expenses within the state for convention and conference meetings are stated in the Colorado State Organization Standing Rules I. C. 1. D. 2. F.

