

## STATE PRESIDENT JOB DESCRIPTIONS

The State President shall be the presiding officer at all meetings of the State Organization of The Questers and shall be an ex-officio (non-voting) member of all committees except the Nominating Committee for a term of two years. Acting with the State Executive Board, the State President shall appoint to fill vacancies on the State Executive Board. The State Board shall appoint such committee chairpersons as necessary. She/he shall be the liaison between the State and the International Organization and shall be responsible for furthering the aims of The Questers.

### DUTIES:

1. Shall read all Questers materials available to you and keep the Questers in your State informed.
2. Shall appoint the following with State Executive Board ratification.
  - a. Standing Committee Chairperson may include:  
**Parliamentarian, Preservation & Restoration, Historian, Resources and Sales, Nominating Chair, Teller, Bardens' Angels, and State Newsletter Editor.**
3. Shall arrange and officiate at all State Board meetings. Shall arrange a joint meeting of the outgoing and incoming State Executive Board in **April or May** for the purpose of introducing and transferring Officers' Books and Files.
4. As early as possible (not later than June 1) complete Executive Board Report Forms and send to International Corresponding Secretary. Also prepare a roster of State Officers, Chairpersons, and Chapter Presidents including addresses, email addresses, telephone numbers, their Chapter and number and distribute to members of the State Council.
5. May call special meetings of the State Executive Board as deemed necessary.
6. Shall organize and officiate at State functions:

- a. State meetings (Spring Council and Fall Convention) - research two sites and engage most suitable one for future meetings - work with host chapter representative (host chapter to handle nametags centerpieces, etc.) and 2<sup>nd</sup> VP. Installation of Officers will be held at Spring Council Meeting.
  - b. Plan workshops with corresponding State Officers for new Chapter Officers during the Fall State Convention.
  - c. Issue invitation to the International President to one State meeting during your term of office.
  - d. At both meetings, Fall and Spring, the following is required: **ensure that invitations to Chapter Presidents and State Officers, registration information and forms, confirmation of venue facility with necessary accommodations and written contract to be signed by President only unless facility is a private club requiring member's signature, menu selection with host chapter representative, and set charges for event.**
  - e. Should attend chapter meetings at their invitation as schedule allows.
7. Shall maintain communications between International and Chapter Officers, whenever necessary, by mail, phone, email, and State Newsletter.
  8. Shall coordinate State Officers and Committees and attend committee meetings, except that of the Nominating Committee.
  9. Shall represent the State as a **voting delegate meeting at the International Convention** each year or arrange for alternate if unable to attend.

10. Shall prepare an Annual Report to be presented at the International Council Meeting as requested by the International President. Two copies are supplied for the International President and Recording Secretary, and one copy for the State President's file. Shall email a copy of the report to the International Recording Secretary **shortly before** the Council Meeting.
11. Shall prepare an annual report or other material as requested for the State President's Convention held at the International Convention.
12. Shall promote the International Convention.
13. Shall propose organizational changes as required: **new chairperson of new committees, functions, policies, or others as needed.**
14. Shall meet with the Treasurer, Outgoing President, and Incoming President to prepare a proposed State Budget and for audit purposes.
15. Shall direct the Corresponding Secretary to handle State correspondence:
  - a. Send notices of future State Executive Board meetings to Board members and appointees.
  - b. Send written invitation to Past State Presidents for Fall Convention and Spring Council Meetings.
  - c. Send other correspondence as requested.
16. Shall maintain files and records of chapters, committees, and State functions to be forwarded to future State Presidents.
17. Shall encourage members to forward their credentials to the International 3<sup>rd</sup> Vice President. The State Board will provide an endorsement of a nominee when requested, or may vote not to endorse that person.

18. Shall receive monthly updates on the State membership status from the Treasurer and update the Annual Chapter Membership Forms.
19. Shall send “Welcome Letters” to new chapters and include any current State information.
20. Shall send to each Chapter President the “Annual Report Form” requesting information regarding exceptional **chapter programs, Quester members community involvement, donations to Quester funds, and chapter members willing to give programs to other chapters.** Request that these forms be returned by a specific date in time to allow material to be compiled for the President’s Annual Reports. The 2<sup>nd</sup> Vice President (Program) may also use information from these reports to share with other chapters.
21. Shall itemize expenses and attach receipts when requesting reimbursement for Officer expenses from the State Treasurer.
22. Shall prepare a President’s Message for each issue of the State newsletter, *Cracker Crumbs*, and assist in contributing copy for all issues. In this message, remember to thank outgoing officers and welcome incoming officers.
23. Shall maintain a calendar of all meeting dates and mailing deadlines for the State.
24. May call on the International President and the International Executive Board who are always ready to be of assistance whenever needed.
25. Shall see that a copy of the **Annual Financial Statement and Proposed Budget** is sent to the International Treasurer as of May 31.