

STATE TELLER JOB DESCRIPTION

The State Executive Board shall appoint the State Teller. The teller shall appoint two assistant tellers to help count the ballots and shall notify the newly elected officers and the State President of the election by February 25. A teller's report shall be furnished to the State President. The teller shall serve as Chair of the Committee.

DUTIES:

1. Shall receive between February 15 and March 1, the official Ballots from the members of the State Council (State Elected Officers, Chairperson of Standing Committees, State Past Presidents, and Chapter Presidents.)
2. Shall arrange a meeting of the Teller Committee on March 4, or as soon as possible after that date, to count all ballots postmarked by March 1. Ballots not completed and mailed according to the stated rules are spoiled ballots and not counted. A majority vote shall constitute an election.
3. Shall notify the newly elected officer in writing of their election by March 5.
4. Prepares a report to the State President of the results by March 5 and retains one copy for the file.
5. Present an oral report of election results at the Annual State Council Meeting.
6. Ballots shall be retained 90 days after results have been announced by State Council, after which permission is requested and granted by the President to destroy the ballots.
7. Send itemized account of expenses (phone, postage) with receipts to the State Treasurer for reimbursement.
8. Return the Guidelines and any pertinent letters to the State President after completion of duties.