



*The Delta Kappa Gamma Society International*  
*NY State Organization DKG*

**NY State Executive Committee**  
**Job Descriptions**  
**For Officers and Elected Personnel**

(Revised 8-12-19)

|   |           |
|---|-----------|
| <b>President</b>                                | <b>2</b>  |
| <b>First Vice President</b>                     | <b>4</b>  |
| <b>Second Vice President</b>                    | <b>5</b>  |
| <b>Secretary</b>                                | <b>6</b>  |
| <b>Immediate Past President</b>                 | <b>7</b>  |
| <b>Executive Secretary</b>                      | <b>8</b>  |
| <b>Treasurer</b>                                | <b>11</b> |
| <b>State Editor</b>                             | <b>14</b> |
| <b>Parliamentarian</b>                          | <b>16</b> |
| <b>Webmaster</b>                                | <b>17</b> |
| <b>Financial Development Fund Administrator</b> | <b>19</b> |

## NY State President

The President shall serve as presiding officer of the New York State Organization. She shall perform the duties as prescribed in the Constitution Article VI and as authorized by NY State BYLAWS and Standing Rules.

### I. Qualifications

- A. The State Organization President shall have been a NY State member in good Standing for a minimum of eight years.
- B. She shall have a broad knowledge of the organization and the operation of the Society.
- C. She shall have exhibited qualities of leadership and administrative ability at the Chapter and State levels.
- D. She shall have attended Northeast Regionals and/or International Conventions.

### II. Term of Office

- A. The term of office shall be for two years.
- B. She may serve in this office for no longer than two terms in succession.
- C. She shall take office on July 1 following her installation.

### III. Responsibilities/Duties

- A. Serve as a member of the International Executive Board
- B. Attend the International Leadership Conference prior to the Northeast Regional and at the International Convention
- C. Make her own reservations for the International Convention and the Northeast Regional
- D. Compile and write the State President's Annual Report for the International after receiving the Chapter Presidents' reports
- E. Direct the activities of NY State
- F. Call to order the meetings of the State Executive Committee, the State Executive Board, and the State Convention
- G. Prepare the agendas for the State Executive Committee, State Executive Board, and Convention meetings
- H. Appoint Standing and Special Committees
- I. Approve payment of all expense claims (vouchers) and approve payment of all official NY State travel
- J. Fill by appointment all vacancies that occur
- K. Plan and confirm Chapter and Area Conference visitations
- L. Write the President's column and other articles, including Dates to Remember and the Visitation schedule for each issue of *Pi Lights*
- M. Call non-scheduled meetings when necessary
- N. Represent NY State and the Society at International Convention, Northeast Regional Conference, NY State Convention, Area Conferences and Chapter meetings or as requested

- O. Serve as Chair of the Gladys L. Mersereau Grant(s)-in-Aid Committee; call the meeting of the trustees prior to the Spring State meetings; notify the applicants of their status
- P. Sign contracts for State meetings, Executive Committee, special meetings, Executive Board and State Convention  
(*Executive Board and State Convention shall have a four-year projection.*)
- Q. Appoint the General Chair for the State Convention and Executive Board meetings
- R. Submit an agenda for the State Executive Board meeting to each member at least two weeks prior to the meeting
- S. Plan and execute with the Executive Committee the Leadership Training for State Committee Chairs (*first year of Biennium*) and Chapter Presidents (*second year of Biennium*)
- T. Consult with the Convention Chair prior to the appointment of the Convention Registrar and Treasurer
- U. Prepare, in conjunction with the Convention Chair, the General Convention Program, the Birthday Luncheon, the Presidents' Banquet and the Scholarship/Award Brunch
- V. Prepare an Annual Executive Committee Report for the spring Executive Board meetings (*the Red Book*)
- W. Prepare a report for the State Convention and make copies available
- X. Transfer the *Dr. Lolabel Hall* locket to her successor during the State Convention
- Y. Call to order a meeting of the Pi State Corporation once a year (*usually in the spring*)
- Z. Issue invitations to the candidates for Honorary Memberships and notify the State Membership Committee Chair of the decisions of the candidate(s)
- AA. Decide in consultation with the State Membership Chair which Chapter(s) shall be responsible for the initiation of Honorary Members and where and when such initiations will be held
- BB. Attend all State Finance Committee meetings
- CC. Attend the U.S. Forum Legislative Seminar in Washington, DC
- DD. Call an organizational meeting of each new Executive Committee between the time of installation and July 1 (*usually during the same weekend as the out-going President's last Executive Committee meeting*)
- EE. Transfer the State President's files to the Incoming President

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## **NY State First Vice-President Liaison for Society Mission and Purpose Committees**

The First Vice President shall serve as Presiding Officer in the absence of the President. In the event of the resignation or death of the President, the First Vice President shall succeed to the office of the President and serve until the next regular election of officers.

### **I. Qualifications**

- A. The first Vice President shall have been a NY State member in good standing for a minimum of five years.
- B. She shall have a broad knowledge of the organization and the operation of the Society.
- C. She shall have exhibited qualities of leadership and administrative ability at the Chapter and State levels.

### **II. Term of Office**

- A. The term of office shall be for two years.
- B. She may serve in this office for no longer than two terms in succession.
- C. She shall take office on July 1 following the election.

### **III. Responsibilities/Duties**

- A. Attend and participate in the State Executive Committee Meetings, State Executive Board Meetings and State Convention
- B. Attend, if possible, the Regional Conference and International Convention
- C. Be responsible for the maintenance, distribution and collection of the red voting cards at the State Executive Board Meetings and the State Convention General Session
- D. Act as Liaison to Society Mission and Purpose Committees
- E. Serve as Registrar for Leadership Development Seminar for State Committee Chairs (*first year*) and Leadership Development Seminar for Chapter Presidents (*second year*)
- F. Act as an official representative and speaker at Chapter and Area Council Meetings/Conferences as requested by President
- G. Participate in planning for State Executive Board Meetings and Convention as directed by the President
- H. Plan and preside at the Convention Birthday Luncheon, recognizing the 25- and 50- year members and recognize our 100-yr. young members
- I. Serve as a member of the Gladys L. Mersereau Committee and Chair of the Bea Small Award Committee
- J. Write articles for *Pi Lights* regarding Committees that she is Chairing
- K. Fulfill other requests of the President and/or the Executive Board
- L. Acquaint Incoming First Vice President with procedural and substantive responsibilities of position

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## **NY State Second Vice-President Liaison for Society Business Committees**

The Second Vice President shall serve as Presiding Officer in the absence of both the President and the First Vice President. In the event of the resignation or death of either the President or the First Vice President, the Second Vice President shall succeed to the office of First Vice President and serve until the next regular election of officers.

### **I. Qualifications**

- A. The Second Vice President shall have been a NY State member in good standing for a minimum of five years.
- B. She shall have a broad knowledge of the organization and the operation of the Society.
- C. She shall have exhibited qualities of leadership and administrative ability at the Chapter and State level.

### **II. Term of Office**

- A. The term of office shall be for two years.
- B. She may serve in this office for no longer than two terms in succession.
- C. She shall take office on July 1 following the election.

### **III. Responsibilities/Duties**

- A. Attend and participate in the State Executive Committee Meetings, State Executive Board Meetings and State Convention
- B. Attend, if possible, the Regional Conference and International Convention
- C. Serve as a Coordinator for Area Councils and Area Conference Chairs and maintain an up-to-date Area Council Conference Schedule Chart, including Liaisons, Chairs, event dates and contact information
- D. Act as Liaison to Society Business Committees.
- E. Chair the Frederica Hollister Professional Educators Award Committee
- F. Fulfill Leadership Training assignments
- G. Act as an official representative and speaker at Chapter and Area Council Meetings/Conferences as requested by President
- H. Plan and preside at the Awards Luncheon at Executive Board Meetings
- I. Write articles for *Pi Lights* as the Frederica Hollister Professional Educator's Award Committee Chair
- J. Participate in planning for State Executive Board Meetings and Convention as directed by the President
- K. Fulfill other requests of the President and/or the Executive Board
- L. Acquaint Incoming Second Vice President with procedural and substantive responsibilities of position

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## **NY State Secretary Liaison for Committees Subject to Endowment Provisions**

The Secretary shall serve as one of the elected officers of NY State. She will work with the State President and the other members of the State Executive Committee in the performance of her duties.

### **I. Qualifications**

- A. The Secretary shall have been a NY State member in good standing for a minimum of five years.
- B. She shall have a broad knowledge of the organization and the operation of the Society.
- C. She shall have exhibited qualities of leadership and administrative ability at the Chapter level.

### **II. Term of Office**

- A. The term of office shall be for two years.
- B. She may serve in this office for no longer than two terms in succession.
- C. She shall take office on July 1 following the election.

### **III. Responsibilities/Duties**

- A. Attend and participate in the State Executive Committee Meetings, State Executive Board Meetings and State Convention
- B. Attend, if possible, the Regional Conference and International Convention
- C. Take minutes at Executive Committee, Executive Board, Convention and Corporation meetings and distribute to Board within 60 days
- D. Act as Liaison to Committees Subject to Endowment Provisions
- E. Fulfill Leadership Training assignments
- F. Act as an official representative and speaker at Chapter and Area Council Meetings/Conferences
- G. Participate in planning for State Executive Board Meetings and Convention as directed by the President
- H. Fulfill other requests of the President and/or Executive Board
- I. Acquaint Incoming Secretary with procedural and substantive responsibilities of the position



## **PNY State Immediate Past President**

The Immediate Past President shall serve in an advisory capacity to the State President and the State Executive Committee. She will work with the State President and the State Executive Committee in the performance of her duties.

### **I. Qualifications**

- A. The Immediate Past President shall have served as NY State President during the preceding Biennium.
- B. She shall have a broad knowledge of the organization and the operation of the Society.
- C. She shall have exhibited qualities of leadership and administrative ability at the Chapter and State level.

### **II. Term of Office**

- A. The term of office shall be for two years.
- B. She may serve in this office for no longer than two terms in succession.
- C. She shall take office on July 1 following the election of the new State President.

### **III. Responsibilities/Duties**

- A. Attend and participate in the State Executive Committee Meetings, State Executive Board Meetings and State Convention
- B. Attend, if possible, the Regional Conference and International Convention.
- C. Fulfill Leadership Training assignments
- D. Act as an official representative and speaker at Chapter and Area Council Meetings/Conferences
- E. Serve as a member of the Gladys L. Mersereau Committee
- F. Fulfill other requests of the President and/or Executive Board

## **New York State Organization Executive Secretary**

The NY State Executive Secretary assists the NY State President and the NY State Executive Board to implement the policies of the Delta Kappa Gamma Society International in New York State Organization. The Executive Secretary assumes a leadership role in the specific areas outlined within this description.

### **I. Qualifications**

- A. Candidates for State Executive Secretary shall be active participating members in good standing of the NY State Organization.
- B. Candidates will present written evidence of leadership skills, administrative abilities and office technology knowledge during the application process.
- C. Computer skills are required or willing to learn with assistance including sending group emails and Google Suite and electronic archiving

### **II. Term of Office**

- A. The four-year term of office begins July 1 and continues through June 30.
- B. Prior to the end of the four-year term, applications will be accepted for this position.

### **III. Appointment**

The State Executive Secretary shall be appointed by the NY State Executive Board upon recommendation of the Personnel Committee.

### **IV. Honorarium**

The Executive Secretary shall receive an annual honorarium. The amount and date of payment will be determined by the State Executive Board.

### **V. Specific Leadership Responsibilities**

- A. Perform the duties prescribed by agreement with the Executive Board and the State President. Mutual arrangements for a working schedule shall be arranged by the Executive Secretary and the President
- B. Serve as liaison between and among the Officers and members of the Society
- C. Act as a resource person and provide assistance and support for State Officers and Chairs as well as Chapter Officers



- D. Serve as an *ex-officio* non-voting member of the State Executive Board and these State Committees: BYLAWS and Rules, Finance, Membership and Expansion, and the State Convention Steering Committee
- E. Serves as a voting member of Gladys L. Mersereau Board of Trustees
- F. Attend State Executive Board Meetings, Executive Committee Meetings, State Conventions, Northeast Regional Conferences and International Conventions. Attend Chapter Meetings and Area Conferences as prescribed by the State President
- G. Represent NY State at Chapter Meetings as requested by the State President
- H. Serve on Standing Committees or Ad Hoc Committees as designated by the State President
- I. Plan site arrangements for Executive Committee and Executive Board meetings, Conventions, Leadership Training for Chapter Presidents and State Committee Chairs in cooperation with the State President and the Executive Committee
- J. Maintain communication with International
- K. Acquaint the Incoming Executive Secretary with the procedural and substantive responsibilities of New York State Organization and of The Delta Kappa Gamma Society International
- L. Participate in Leadership Training workshops for new Chapter Presidents, new State Committee Chairs and new State Officers

## **VI. Information Management**

### **A. General**

- 1. Prepare and distribute the State Directories.
- 2. Maintain accurate information on Chapter territory.
- 3. Take responsibility for the permanent records of the Society:
  - a. Directory – 7 years
  - b. Convention Program – 7 years
  - c. Convention Chair's Notebooks – 7 years
  - d. Biennial State Committee Reports (Red Book) – 7 years

### **B. Report Generation**

- 1. Assume responsibility for reproducing State Reports and materials as directed by the State President and/or the State Executive Board
- 2. Compile and distribute the Biennial Reports (Red Book) of all NY State Committees

## **VII. NY State Special Activities**

### **A. Materials Acquisition and Storage**

1. Assume responsibility for purchasing official items for new Chapters (scarf, flag and staff)
2. Order, purchase and distribute official supplies: such as, mailing labels necessary for State business
3. Purchase corsages for VIP's at International events

### **B. State Conventions**

1. Provide statistics to the Convention Chair covering the last four Conventions (*hotel registrations, Convention registrations, number attending breakfasts, luncheons, banquet and receptions*), copy of Convention insert and articles from *Pi Lights*, copies of programs and sample of Convention folder
2. Arrange transportation for the Chapter flags, State flag and standards, and DKG banners.
3. Provide protocol booklet: for example, diagrams of how to set up big events, sketches of room set-ups, set-up for registration table and line-up for Presidents at banquet

## **NY State Treasurer**

The NY State Treasurer works with NY State members to implement the objectives and approved procedures that relate to the fiscal matters of the organization. The Treasurer assumes a leadership role in the specific areas outlined within this description and within The Delta Kappa Gamma Society International's Constitution.

### **I. Qualifications**

- A. Candidates for State Treasurer shall be active participating members in good standing of the NY State Organization.
- B. Candidates will present written evidence of skills and abilities to serve as Treasurer in the application process.
- C. Computer skills are required.

### **II. Term of Office**

- A. The four-year term of office begins July 1 and continues through June 30.
- B. Prior to the end of the four-year term, applications will be accepted for this position.

### **III. Appointment**

The State Treasurer shall be appointed by the NY State Executive Board upon recommendation of the Personnel Committee.

### **IV. Honorarium**

The State Treasurer shall receive an annual honorarium. The amount and dates of payment will be determined by the State Executive Board.

### **V. Specific Fiscal Responsibilities**

- A. Receive and pay monies belonging to the organization
- B. Maintain an accurate account of receipts and expenditures
- C. Keep a file of receipts and vouchers for expenditures
- D. Present a report at each regular meeting of the Executive Committee and of the Executive Board
- E. File required tax reports
- F. Submit for an external audit of the fiscal/financial accounts of the organization at the request of the Audit Committee
- G. Serve as an ex-officio member, without vote, on the Executive Committee, Executive Board, Audit Committee and Finance Committee
- H. Aid, ex-officio, in the process of budget development and supervision of finances
- I. Provide information necessary for a fidelity bond, for an amount to be determined by the Executive Board; the cost to be paid by the State Organization

## **VI. Information Management**

### **A. General**

1. Receive and record dues and fees from NY State Chapters (Form 18). Forward forms and allocated shares to the International Office
2. Surrender the Treasurer's records for a semi-annual audit by the Audit Committee
3. Be responsible for records of all bank accounts and invested monies
4. Prepare and forward checks to individuals whose vouchers have been approved by the State President or for items approved within the budget
5. Receive, record and deposit special contributions to Pi State funds: e.g. Gladys L. Mersereau, Native American. Disburse these funds according to NY State Policy. (*Contributions to International funds are sent directly to International.*)
6. Maintain the descriptive history of all special accounts (e.g. Jennie Snapp Scholarship, Gladys L. Mersereau Award)
7. Attend all State Executive Committee and Executive Board meetings, State Conventions, Northeast Regional Conferences and International Conventions. Attend workshops and State Area Conferences as required by the State President
8. Attend all Audit Committee and all Finance Committee meetings
9. Serve as consultant to Membership and Expansion Committee
10. Serve as a voting member of the Gladys L. Mersereau Award Committee
11. Participate in leadership workshops for incoming Chapter Officers and State Committee Chairs
12. Maintain a safe deposit box with State Achievement Award Pins, State President Bar pins, Key pins, originals of scholarships and grants, Incorporation papers and the NY State Seal
13. Be thoroughly familiar with Guidelines for Chapter Treasurers and assist Chapter Treasurers in following these guidelines
14. Present training sessions for Chapter Treasurers
15. Receive and file financial reports of all Area and State meetings
16. Represent Pi State at Chapter meetings and Area Conferences as requested by the State President
17. Acquaint the Incoming Treasurer with the procedural and substantive responsibilities of the NY State Treasurer position
18. Maintain a permanent file on membership

### **B. Report Generation**

1. Annual Report (*Form 16*) for International due August 15
2. Annual report for Pi State to be presented at the Fall Executive Board Meeting
3. Annual IRS Report (*Form 990*) due November 15
4. IRS forms 1096 and 1099 for miscellaneous income (*honoraria*) over \$600 due by January 31
5. NYS Sales Tax reports for FDF (Financial Development Fund)
6. Report to Chair of NY State Awards Committee (March 1) indicating money available for scholarships and awards

7. Budget Review to be submitted to the Executive Committee as requested by the State President
8. Treasurer's Six-Month Report, including a Status of Funds Report, to be presented at the NY State Convention
9. Form 20 to forward International dues and fees as necessary

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## State Editor

The State Editor is responsible for producing *Pi Lights*, the professional publication of the Pi State Organization of the Delta Kappa Gamma Society International and State documents and for collaborating with State Webmaster and State Website Editor on the State Website content and design.

### I. Qualifications

- A. The Editor shall be an active participating member in good standing of the NY State Organization and shall have a broad knowledge of the organization and operation of the Society.
- B. Applicants for Editor shall present evidence of skills and abilities, including the following:
  1. Excellent oral, written, formatting and editing skills
  2. Strong leadership, organizational and collaborative skills
  3. Ability to produce and manage documents that are aesthetically pleasing, proofed/edited/formatted properly and highly usable/informative
  4. Graphic design capability/experience
  5. Familiarity with standard publishing protocols, software, email and archiving
- C. Computer skills are required.

### II. Term of Office

- A. The term of office shall be four years.
- B. This four-year term of office will begin July 1 and continue through June 30.

### III. Appointment

- A. The Editor shall be appointed by the NY State Executive Board upon the recommendation of the Personnel Committee.
- B. Prior to the end of the four-year appointment, applications will be accepted for this position.

### IV. Honorarium

The Editor shall receive an annual honorarium. The amount and dates of payment will be determined by the State Executive Board.

### V. Responsibilities

- A. The primary function of the Editor is to plan and produce four professional editions annually of the State publication, *Pi Lights*, with input from the State President, the State Executive Committee, State Chairs, Chapter Presidents and NY State members.

#### **Due dates for issues are as follows:**

**Fall** (*September 1<sup>st</sup>*) - online

**Winter** (*December 1<sup>st</sup>*) – mailed and online

**Spring** (*March 1<sup>st</sup>*) – online

**Summer** (*June 1<sup>st</sup>*) – mailed and online



- B. In addition, she shall be responsible for planning, creating and producing all NY State printed materials\* in consultation with the State President, State Executive Committee and State Chairs/Committees.  
 \*(*except for the Directory, Biennial Reports, Redbook Reports and revisions of the BYLAWS and Standing Rules*)
- C. She shall also coordinate with State Webmaster and State Website Editor on the design and content of the State Website and on posting documents.

**VI. Specific Duties**

- A. Seek out articles and photographs for inclusion in issues by direct contact with Chapters and members and by resources such as Chapter newsletters, State Committee Chair reports and International documents.
- B. Be responsible for editing contributions and designing layout.
- C. Attend, if possible, State Executive Committee and Executive Board meetings, State Conventions, Northeast Regional Conferences and International Conventions
- D. Attend workshops and State Area Conferences as requested by the State President.
- E. Coordinate pictures for events and send for their possible inclusion on the State website in collaboration with NY State Webmaster and State Website Editor
- F. Send copies of *Pi Lights* to the International Board, State Presidents, State Editors, NY State members and the NY State Webmaster for the *Pi Lights* archive
- G. Keep a printed archive notebook of all issues of *Pi Lights*: one for Editor files and one for Headquarters
- H. Send an itemized statement of expenses to the NY State President and Treasurer to issue payment following each mailed issue
- I. Be a non-voting member of the NY State Executive Committee, NY State Communications Committee and NY State Awards Committee.
- J. Represent NY State at Chapter, Area Council Meetings and Area Conferences and events as requested by the State President.
- K. Present an Annual Editor's Report as part of the State Annual Report available to all members attending the State Convention and at Executive Board Meetings
- L. Participate in planning for State Executive Board Meetings and Convention and Leadership Development Seminars as directed by the President
- M. Acquaint Incoming Editor with procedural and substantive responsibilities of the NY State Editor position

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## **NY State Parliamentarian**

The Parliamentarian is an advisor to the Officers and the members in matters pertaining to the interpretation of the Constitution, NY State BYLAWS and Standing Rules and Parliamentary procedure. She will work with the State President and the State Executive Committee in the performance of her duties.

### **I. Qualifications**

- A. The Parliamentarian shall have been a NY State member in good standing for a minimum of five years.
- B. She shall have a broad knowledge of the organization and the operation of the Society.
- C. She shall have exhibited qualities of leadership and administrative ability at the Chapter level.

### **II. Term of Office**

- A. She shall be appointed by the State President for a two-year term.
- B. She shall take office on July 1 following the election.

### **III. Responsibilities/Duties**

- A. Attend and participate in the State Executive Committee Meetings, State Executive Board Meetings and State Conventions.
- B. Attend, if possible, the Regional Conference and the International Convention.
- C. Act as a consultant to the BYLAWS and Rules Committee.
- D. Maintain copies of Chapter Standing Rules.
- E. Act as a consultant for *Pi Lights* and Rules Committee regarding all changes.
- F. Conduct quorum checks.
- G. Keep pro/con cards and stopwatches at State Convention.
- H. Instruct timekeepers.
- I. Fulfill Leadership Training assignments.
- J. Act as an official representative and speaker at Chapter and Area Council Meetings/Conferences.
- K. Fulfill other requests of the President and/or the Executive Board.
- L. Acquaint Incoming Parliamentarian with procedural and substantive responsibilities of position

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# **Webmaster**

The Webmaster must have the ability to provide strategic recommendations and develop NY State Organization website to supply updated information for NY State members. She will also provide graphic design and post materials in a timely manner as defined by the NY State President or designated person(s). The Webmaster must also be a detail-oriented individual with excellent communication skills. She will collaborate with State Editor to ensure quality standards for the website.

## **I. Qualifications**

- A. Applicants for the Webmaster should present evidence of skills and abilities to serve in this position, including the following:
  - 1. Strong leadership, organizational and collaborative skills
  - 2. Strong desire to stay abreast of new web technologies and products
  - 3. Graphic design capability/experience
  - 4. Familiarity with standard Internet protocols, software and other Internet issues (such as domain structures, name servers, file transfers, email and hypertext transfer)
  - 5. Understanding of web development best practices
  - 6. Basic knowledge of web publishing tools
- B. Web management and programming experience is desirable.

## **II. Term of Office**

The term of office shall be four years beginning July 1 and continuing through June 30.

## **III. Appointment**

- A. The Webmaster shall be appointed by the NY State Executive Board upon recommendation of the Personnel Committee.
- B. Prior to the end of the four-year contract, applications will be accepted for this position.

## **IV. Honorarium**

The Webmaster shall receive an annual honorarium. The amount and dates of payment will be determined by the Executive Board.

## **V. Responsibilities**

- A. Defining and refining web strategy, graphic design standards, screen layouts, navigational features and functional design usability testing
- B. Contributing to developing new concepts and ideas for the dissemination of information via the web
- C. Maintaining compliance standards from Delta Kappa Gamma International for the State Website
- D. Maintaining compliance standards for Chapter Websites and assisting where needed in Chapter website development

## **VI. Specific Duties**

- A. Post State President approved documents to the website
- B. Make changes to the website as instructed by the State President
- C. File appropriate documents with website host in a timely manner
- D. Submit voucher to State President for website host fees every two years
- E. Provide key recommendations and strategy for the web as it relates to NY State's goals and initiatives
- F. Research and evaluate innovative and appropriate web technologies (*such as content management, web authoring tools and document management*)
- G. Coordinate overall site management
- H. Coordinate web materials and the timely, accurate publication of content
- I. Ensure that all web materials are safely archived
- J. Research new web features and tools that might be useful for managing the website and for expanding online offerings
- K. Present consistent visual images through uniform fonts, style sheets, formatting, icons, images and layout techniques
- L. Maintain compliance standards as defined by DKG International for the State and Chapter websites
- M. Serve as a resource for Chapter Webmasters in development and compliance of Chapter Websites
- N. Acquaint Incoming Webmaster with procedural and substantive responsibilities of position

## **NYSO Financial Development Fund Administrator**

### **I. Qualifications**

- A. The Financial Development Fund Administrator shall be an active participating member in good standing of the New York State Organization and shall have a broad knowledge of the organization and operation of the Society.
- B. The Financial Development Fund Administrator shall present evidence of electronic record keeping and organizational skills.

### **II. Term of Office**

The term of office shall be four years beginning July 1 and continuing through June 30.

### **III. Appointment**

- A. The Financial Development Fund Administrator shall be appointed by the NY State Executive Board upon recommendation of the Personnel Committee.
- B. Prior to the end of the four-year contract, applications will be accepted for this position.

### **IV. Honorarium**

The Financial Development Fund Administrator shall receive an annual honorarium. The amount and dates of payment will be determined by the Executive Board.

### **V. Responsibilities/Duties**

- A. Attend Executive Board meetings and Convention for the purpose of providing purchase opportunities for the members of NY State
- B. Attend Executive Committee meetings at the discretion of the NY State President
- C. Be responsible for storing, transporting, displaying and selling FDF inventory
- D. Maintain an inventory of all FDF items with their location and value
- E. Order inventory with the approval of the Executive Committee
- F. Forward monies and sales records to the NY State Treasurer
- G. Submit records for summer audit to the NY State Audit Committee
- H. Acquaint the incoming FDF Administrator with the procedural and substantive responsibilities of the NY State FDF Administrator position