

## **STANDING COMMITTEES**

### **BUDGET COMMITTEE**

The budget committee shall be the executive committee. The treasurer shall serve as chairman.

#### **Bylaws Article IV, Section 2, Article V Section 5 H3**

Duties of the budget committee shall include:

1. Present a proposed budget for board approval prior to the annual business meeting
2. Research any projects that are promoted from National FCE, CWC and ACWW

### **STATE EDUCATIONAL PROGRAM COMMITTEE (EPC)**

The state EPC shall receive per diem for attending committee meetings and shall be reimbursed mileage to meetings according to board policy. Document expenses approved for the committee and send voucher and receipts to the vice president. The vice president will send vouchers for the committee to the state president for approval.

#### **Bylaws Article X, Section 1**

Duties of the Educational Program Committee shall include:

1. The vice president shall be the chairman of the committee
2. Plan and conduct educational programs to meet the goals and purpose of the organization with the state EPC allowed an amount to be determined by the executive committee and the annual budget for preparing the educational program
3. Plan and conduct special interest sessions at state conference that support the educational program focus
4. Plan and present a method to train Area EPC in conducting area educational program workshops
5. Accept appointment by the state president by January 1 (it is recommended that the State EPC members shall have served as an Area EPC member or as a county council officer)
6. Attend the National FCE Conference the first year of their term and be reimbursed as determined by the executive committee and annual budget and participate in workshops related to educational programs or any other meeting as requested by the president or vice president
7. Prepare the form for the Educational Program Guide and Accomplishment Report in cooperation with the vice president (one member will be listed on the form to receive reports from the areas)
8. Receive suggestions for the educational programs and send copies to the state president before printing
9. Correspond with the Area EPC members regarding the following:
  - a. Area Committee duties
  - b. Responsibilities in conducting area workshops
  - c. Time lines for responsibilities and due dates
  - d. Resources available
10. Submit articles to the KAFCE NEWS as assigned

11. Recognize accomplishments:
  - a. Receive FCE Accomplishment Reports and Summary/Award Winners form from the area EPC by February 1
  - b. Prepare award certificates for accomplishments of members and FCE's to be presented at state conference
  - c. Send a list of State Award Winners to each area director by March 1
12. Work with the vice president in preparing National Reports

## MARKETING/MEMBERSHIP COMMITTEE

The state marketing/membership committee shall receive per diem for attending committee meetings and shall be reimbursed mileage to meetings according to board policy. Document expenses approved for the committee and send voucher and receipts to the state president for approval.

### **Bylaws Article X, Section 1**

Duties of the Marketing/Membership Committee shall include:

1. The president shall be the chairman of the committee
2. Develop a marketing plan using brochures, tapes, other promotional materials, and the website with the marketing/membership committee being allowed an amount as determined by the executive committee and annual budget for promotion throughout the state
3. Report to the executive committee and board of directors as requested by the state president
4. Submit articles for the KAFCE NEWS for each edition as assigned
5. Fulfill other duties as may be assigned by the president or the board of directors

## STATE CONFERENCE COMMITTEE

### **Bylaws Article X Section 1**

#### **Three Member Conference Committee**

1. Membership: past conference chair, present conference chair, and future conference chair. State president is ex-officio
2. Committee members will receive mileage for committee meeting according to board policy. Document expenses approved for the committee and send voucher and receipts to the state president for approval

Duties shall include:

1. Review conference evaluation, final report of conference and financial reports
2. Recommend any major changes to the board of directors

#### **Annual Conference Committee**

1. Chair will be appointed by State President 2 years prior to the conference in the appropriate area
  2. Chair will form a committee to plan and prepare the state conference
- The committee will deal with:

- a. Items to be approved by the board of directors
  1. Dates and place for state conference

2. Registration fee
  3. Conference schedule
  4. Use of speaker fund monies
- b. Financial issues
1. January 1 of conference year receive \$800 for committee expenses
  2. Set up checking account with committee chair, one member and Kansas FCE treasurer as authorized signatures
  3. Pay all bills and keep detailed records of expenditures  
Bills to be paid shall include, but not limited to:
    - a. Hotel/motel
    - b. First timer scholarship – chosen by board of directors
    - c. Banquet meal for past presidents and one guest
    - d. Printing:
      1. KAFCE NEWS conference insert
      2. Program book
      3. Special interest session handouts
      4. Meal programs if applicable
      5. Other printing as necessary
  4. Speaker fund money: \$3,000 is available upon request from the state board to secure a quality keynote speaker and an amount designated by the Board of Directors will be added to speaker fund each year for replenishment
  5. Account will be finalized by December 31 of the conference year and proceeds forwarded to the Kansas FCE Treasurer
- c. Major responsibilities for the conference
1. Secure sight for conference and with board approval sign contract
  2. Plan all aspects of the conference with notebooks from previous conferences available as reference
  3. Prepare registration form and submit to the summer issue of the KAFCE NEWS
  4. Prepare and print conference program book
  5. Work with conference registrar to report credentials/registration numbers to the annual business meeting
  6. Send confirmation to all registering for the conference
- d. General items of information
1. Conference registration minus expenses will be refunded up to conference registration deadline with registration fee transferable to another member but not refundable after the conference registration deadline (exception for major medical emergency or immediate family death will be determined by executive committee with this information printed on the registration form)
  2. Sales tables only by Kansas FCE
  3. Presenters of special interest sessions at conference will not be charged a registration fee if they do not participate in the conference beyond their specific presentation but a registration fee will be required if invited presenters participate in any portion of the conference, attend other sessions or a meal with speaker, or if promoting products