

GENERAL OFFICER INFORMATION

As a State Officer you have some general responsibilities and expectations.

Meetings/Holiday Party: It is encouraged that you attend these meetings to get to know your fellow board members and gain an understanding of how the organization functions. Prepare reports for the meetings, conferences and convention and send them to the President, Recording Secretary, and Corresponding Secretary. Let the President and Corresponding Secretary know if you will not be in attendance.

Summer Board Meeting	Fall Conference	Holiday Party (no report needed)
Winter Board Meeting	Spring Conference	State Convention

Understand Expectations: An overview of the expectations of each office is listed below. To be prepared for your role, talk to people who have served in that role, ask the State President what their expectations are, and read the Procedures Manual section for your office. You may also request a copy of the section associated with your office, in PDF or printed format. It may be helpful to request it before being installed, and in many cases, there are tasks to do before taking office. Once in the role, review the successor file for documents that previous officers have created. You will be given access to these files in our ESA Indiana State Council Google Drive by the Webmaster. All officers serve the membership. All officers are to pay attention and participate at board meetings. Communication responses should be prompt; we are a team and are working together for the good of ESA.

Communicating with Membership: LAMP Articles are due once a quarter: August 1, November 1, February 1, and April 1. These are brief updates on the goings-on of your office. Pictures are suggested, but not required.

If you have something to share with the membership outside of the LAMP, you can send it to the Corresponding Secretary and they will send it out in an e-blast, sent on a schedule determined by the President.

Other Conventions/Conferences (optional): International Council (IC) Convention happens once a year in July. Some Indiana members attend; ask around if you are interested in going. Midwest Area Regional Council (MARC) Conference is once a year in October in a midwestern state. Again, ask around if you are interested in going.

Seeking Guidance: Being new to the board can be a little daunting. If you feel stuck or overwhelmed, reach out to the President or a trusted, experienced Indiana ESA member. Our members love to help and truly want to see you succeed.

Having Fun: Get to know your fellow board members! Some presidents have Secret Sister gift exchanges throughout the year, with the reveal at State Convention. The President may also hold a holiday party. All meetings and get-togethers are great times to get to know your IN ESA Members!

ELECTED OFFICES

PRESIDENT

As State President, it is your responsibility to fulfill all of the duties that are outlined in your state's bylaws. The State President also is responsible for setting the goals for the year and retains responsibility for ensuring group harmony and good communication among the membership.

Duties:

- Appoint all non-elected officers (while still 1st Vice-President/President Elect)
- Represent the state at the International Council Convention occurring after you take office.
- Establish the state calendar
- Prepare a yearbook of dates and deadlines, officer and chapter president contact information, and other information as determined; most information is housed on the Indiana ESA website and prepared by officers and maintained by the Webmaster
- Establish goals and clearly communicate duties, expectations, deadlines, and reporting requirements to all officers and chairs
- Prepare meeting agendas
- Preside over and conduct meetings using proper parliamentary procedure
- In coordination with the LAMP Editor, Corresponding Secretary, and Webmaster: Develop and maintain a statewide communication plan
- Maintain official communication with ESA International Council, Headquarters, Foundation, and regional council
- Appoint or dismiss special committees as needed
- Serve as an ex officio member of all committees except the nominating committee

Resources:

- Jr. Past President
- All PIPs
- Procedure Manual
- IC State President's Chair
- Successor Files

1ST VICE PRESIDENT/PRESIDENT ELECT

The 1st Vice President serves as the State Membership Director and State Nominating Chair. Responsibilities of the Membership Director include actively promoting new chapters and membership growth and engagement, supporting leadership development, and generating enthusiasm for recruitment and retention.

Duties:

- Appoint Chapter Counseling Committee, Nominating Committee, and Elections Committee—as outlined in the bylaws
- Set goals for membership growth aligned with ESAMC promotions and equip and encourage chapters
- Communicate with chapters, ESAMC, and the IC Council Membership Chair
- Complete all required reporting
- Prepare membership reports for all state meetings and
- Participate in the state budget committee.
- Encourage and recruit members to serve on the Indiana State Council, in elected or appointed positions or committees
- Encourage chapters to submit a bid to host a state meeting
- Review all nominations and bids, verify qualifications of members and chapters, and prepare the slate of officers
- Prepare ballots and manage elections at State Convention
- In the event of the absence of the State President, preside over meetings
- In the event of the absence of the State President, Attend IC Convention and/or MARC Conference

Resources:

- Procedure Manual
- Successor Files
- ESAMC Membership Online Resources and Staff
- PIPs
- President
- IC Leadership Training (held virtually)
- IC Membership Chair

2ND VICE PRESIDENT

The primary duty of the 2nd Vice President is to promote and support philanthropic projects.

Duties:

- Coordinate with Riley Children's Foundation/Camp Riley and Anna's Celebration of Life Foundation (ACOLF) to plan projects, gather event dates, and share volunteer opportunities
- Along with the webmaster, update and distribute philanthropic reporting forms and the state project recommendation form
- Receive State Project recommendations and prepare for review and voting.
- Share Camp Riley Wish List and t-shirt order information with membership
- Collect all philanthropic reports from chapters, prepare award summaries, and complete the IC Philanthropic Report (due June 15).
- Serve on the Budget Committee
- Introduce the State President at designated events (Fall Conference, Spring Conference, others as needed).

Resources:

- Procedure Manual
- Successor Files
- President
- PIPs

TREASURER

The Treasurer is responsible for maintaining the financial records of the Indiana State Council, managing all council funds, and preparing required tax filings.

Duties:

- Appoint and Serve as Chair of the Budget Committee and Credentials Committee - following the requirements of the bylaws
- Chair the Budget Committee and prepare annual budget
- Receive chapter dues and other payments and direct properly to all third parties
- Prepare financial reports
- Conduct banking functions on behalf of the Indiana State Council
- Submit Tax filings to ESAMC (Tax Facts) and Indiana Taxing Entities
- Manage credentials and prepare ballots for State Convention

Resources:

- Procedure Manual
- Successor Files
- President
- PIPs
- ESAMC Resources (Online)

RECORDING SECRETARY

Your job is to maintain the attendance records and minutes of meetings of the Indiana State Council and the Indiana State Council Executive Board, archiving as required.

Duties:

- Take attendance at all board meetings and chapter roll call at Fall and Spring Conference
- Prepare all board and general council meeting minutes
- Archive documents properly as s directed by the Document Retention and Destruction Policy.

Resources:

- Procedure Manual
- Successor Files
- President
- PIPs
- ESAMC Resources (Online)

PARLIAMENTARIAN

The Parliamentarian oversees all governing documents, chairs the Constitution & Bylaws Committee, manages document compliance, processes proposed amendments, maintains permanent records, and ensures accurate, updated bylaws are distributed and archived.

Duties:

- Appoint and Chair the Constitution & Bylaws Committee, following the requirements in the bylaws
- Receive, review, and prepare proposed changes for membership consideration
- Update governing documents after membership approval.
- Maintain critical files per the Document Retention & Destruction Policy and oversee compliance
- Collect and retain annual signed acknowledgements for various policies
- With the Webmaster, oversee the updating of the evergreen Procedures Manual Working Copy

Resources:

- Procedure Manual
- Successor Files
- IC Parliamentarian
- PIPs
- ESAMC Resources (Online)

EDUCATIONAL DIRECTOR

The Educational Director promotes educational programming and supports chapter Educational Directors. The Educational Director also sees the recognition (Awards) programming for the state.

Duties:

- Appoint Awards committee as outlined in the state bylaws
- Receive Educational Program reports from Chapter Educational Directors
- Keep accurate record of chapter reporting and identify eligibility and selection of state Educational Awards
- Report as required to the IC Educational Director
- Plan and present the Awards Program at State Convention

Resources:

- Procedure Manual
- Successor Files
- IC Educational Director
- PIPs
- ESAMC Resources

AUTOMATIC OFFICE

JR. PAST PRESIDENT

The outgoing State President serves as the Jr. Past President and serves as the chair for the ESA Disaster Fund and Hope for Heroes.

Duties:

- Promote the ESA Disaster Fund
- Promote Hope for Heroes projects and programs
- Manage the Indiana ESA Member of the Year recognition program
- Write a page in the PIP History book

Resources:

- Procedure Manual
- Successor Files
- PIPs

APPOINTED OFFICES

CORRESPONDING SECRETARY

The Corresponding Secretary serves as a communication hub for the State Board and membership and assists the President as requested with a variety of tasks and projects.

Duties:

- Assist with the preparation of the State President's Yearbook
- Manage and regularly maintain the communications list, following the procedures defined by ESAMC. Provide communication list updates to the LAMP editor regularly
- Prepare and send the e-blast using the frequency and cadence determined by the President
- Read correspondence received by the Indiana State Council at State and Board Meetings, as directed by the President
- Present reports submitted by Board Members who are absent from meetings
- Additional tasks may vary depending on the State President's work style and expectations. Meet with the President-Elect to clarify the division of labor and align expectations

Resources:

- Procedures Manual (Corresponding Secretary and President's Manual)
- Successor Files

CHAPLAIN

The Chaplain serves as moral support and encourages members. They lead reflective thoughts at State and Board meetings, as well as events requested by the President.

Duties:

- Receive news of member occasions and send cards on behalf of the Indiana membership
- With the Treasurer, and in accordance with the standing rules, manage any memorial gifts upon the death of a member
- Send Chaplain's reports to the International Council Chaplain and MARC Chaplain and share received IC and MARC Chaplain reports with chapter presidents.
- Offer invocations, benedictions, and meal prayers at all state meetings and events as requested.
- Maintain the property of the State Chaplain
- Ensure the U.S. flag and ESA banner are set up for Fall and Spring Conferences, bringing the US Flag if one is not already present at the host site.
- Conduct the Flag and Chapter Banner Ceremony and Celebration of Life Service at State Convention

Resources:

- Procedures Manual
- Successor Files
- IC Chaplain
- MARC Chaplain

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LAMP EDITOR

The LAMP Editor manages Indiana ESA's statewide communication through a primarily digital newsletter. The role requires clear, consistent, and professional communication.

Duties:

- Receive LAMP articles and other content from officers and chapters
- Prepare the LAMP four times annually. Publication dates are September, December, March, and May. The design platform/program will be the choice of the LAMP editor
- Send LAMP from the official email account using the approved distribution list, provided and updated regularly by the Corresponding Secretary
- Mail LAMP copy to anyone who has requested a hard copy
- Maintain archived LAMPs as required and detailed in the Procedures Manual and Document Retention and Destruction Policy

Resources:

- Procedures Manual
- Successor Files

EASTERSEALS CHAIR

Promote Easterseals, encourage chapters to hold fundraising projects or make donations, and manage donations received.

Duties:

- Receive donations from chapters and direct to the appropriate Easterseals Affiliate based on Chapter regional location
- Report Easterseals contributions to the State Philanthropic Chair and fulfill any reporting requirements to the International Council Easterseals Chair
- Manage the calculations for determining award recipients at State Convention

ST. JUDE COORDINATOR

Promote St. Jude Children's Research Hospital, encourage chapters to hold fundraising projects or make donations, and manage reporting received.

Duties:

- Educate members on St. Jude programs, forms, and best practices to strengthen chapter events
- Communicate St. Jude happenings, updates, and opportunities for involvement throughout the year
- Prepare and present St. Jude Awards at State Convention using:

Resources:

- Online training from ALSAC/ESA for St. Jude Office
- ESAMC/ ESA for St. Jude Resources and Staff
- Procedures Manual
- Successor Files

MARC REPRESENTATIVES

Each state must appoint two MARC (Midwest Area Regional Council) Representatives to the MARC General Board by July 1. Fundraise for MARC within the state of Indiana, and serve as Indiana's delegates to the MARC Conference

Duties:

- Communicate MARC news to the membership
- Fundraise for MARC within the state of Indiana
- Promote participation in MARC Conference
- Serve as Indiana's delegates and vote in Assembly meetings at MARC Conference (held the second weekend of October annually)
- If an Indiana member is running for MARC office, support and promote them

Resources:

- Procedures Manual
- Successor Files
- MARC officers
- MARC Website Resources and ReMARC newsletters
- President

ESA FOUNDATION COUNSELOR

Promote the ESA Foundation (ESAF) and its programs. This is a two-year appointment.

Duties:

- Promote the ESAF Scholarship Program
- Promote the ESAF fundraising and donations
- Acknowledge membership and donations of Indiana members
- Report on Indiana donation totals and perform calculations and selections for awards given at State Convention

Resources:

- Procedures Manual
- Successor Files
- ESA Foundation Counselor Dropbox (shared by state counselor's chair)
- ESA Website Foundation Page
- ESAF Quarterly Newsletter
- ESAMC Member Center Reports
- Online training conducted by State Counselor's Chair each fall

ASSOCIATION OF THE ARTS CHAIR

Promote fellowship by encouraging members to share and display their artistic talents. Support participation in Association of the Arts contest at both State Convention and International Convention.

Duties:

- Manage the state entry form, receive entries, and manage the display, judging, and presentation of awards at State Convention.
- Encourage Indiana members to submit their artwork for State Convention
- Share any relevant updates or information received from the International Council.

Resources:

- Procedures Manual
- Successor Files
- ESA Website (National) IC Council Page Resources

SCRAPBOOK CHAIR

Prepare a commemorative scrapbook for the President, including highlights of State meetings, events, and chapter activities.

Duties:

- Determine the format preferred by the President.
- Encourage chapters to submit photos
- Take photos at major state events throughout the year
- Present the completed scrapbook to the President at Fall Conference following the end of the term

WEBMASTER

Maintain the Indiana ESA website and the shared ESA Indiana State Council Google Drive folder.

Duties:

- Update the website annually after the Summer Board Meeting or as needed throughout the year.
- Post and update all ISC-approved documents, forms, and communications. Any non-approved content must be sent directly to the ISC President for review and approval before posting.
- Verify that only Indiana ESA members receive access to password-protected pages by cross-checking chapter rosters.
- Manage permissions access for the shared folder in Google Drive
- Perform annual cleanup of Google Drive folders to ensure compliance with the Document Retention & Destruction Policy
- Provide support as needed: helping members access files, download/print documents, or upload materials.

Resources:

- Procedures Manual
- Successor Files