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Revised 2017

AREA LIAISON TIMELINE

Summer

- Contact each president to introduce yourself and collect the chapter meeting dates in order to set up visitation times.
- Make sure that the date of your area workshop has been decided and sent to the executive secretary for inclusion in the state directory.
- Encourage attendance at Fall Executive Board. Consider inviting your presidents to meet with you Friday evening at Fall Board.
- Prepare a draft of your action plan. Find this interactive form on the state website dkgwa.org.

September/October

- Attend Fall Executive Board and complete the Action Plan using the interactive form on the state website. Download the form (save) to your desktop, fill-in, save to desktop and print. Make five (5) copies, keeping one copy for your files and one to submit a completed plan to the immediate past president by June 15. Bring three copies to Fall Board to submit to the president, immediate past president and the finance chair.
- Give a 1 minute report about your plans for the year at the Fall Executive Board meeting.
- Check dates for submitting your next article to the *Alpha Sigma News*. The schedule is found on the state website under the resources tab and then publications.
- Help set dates for the coordinating council if your area has a council.
- Make plans to attend your area workshop and send visitation report (found online) to the state president.
- Make plans to visit chapters and send visitation reports to the state president.
- Submit a voucher of your expenses for Fall Board within thirty (30) days of events with receipts.

November/December

- Continue to visit chapters and send visitation reports.
- Follow and work your action plan.

January/February/March

- Continue to visit chapters and send visitation reports.
- ***Remind chapter presidents to submit their annual report to the state president by February 1.***
- ***Submit your annual report to the state president by March 15 for inclusion in the state "Annual Reports" to be found online. This report is a bulleted list of YOUR accomplishments and activities as area liaison for the year***

April/May

- Attend State Convention.
- Help chapter presidents set next year's area workshop date and location and then inform the state executive secretary.
- Encourage attendance at the Northwest Regional Conference and the International Convention.

June

- ***Send your completed Action Plan (actual costs and accomplishments checked off) to the immediate past state president by June 15.***
- At the end of the biennium, prepare files to give to the new chair at the transition meeting.

RESPONSIBILITIES

KNOW:

- the international and state policies and activities in order to accurately respond to chapter questions.
- the following Article IX. "Area Liaison" in the *Washington State - Alpha Sigma State Bylaws*:

Section A. Area Liaison

1. All area liaison representatives shall be appointed by the president and serve a two-year (2) term consistent with the biennium in which they were appointed.
2. An area liaison may be re-appointed to successive terms.
3. Area liaisons shall be reimbursed for convention and Executive Board in the same manner as committee chairs. (See SR 3.75b.) There is NO state reimbursement for attending one's own area workshop.

Section B. Duties

1. All area liaison representatives shall communicate with chapters on a regular basis.
 2. Liaisons shall serve as resources and visit, when possible, all chapters in their area.
 3. Liaisons shall attend their area workshop, area coordinating council, and state quadrant workshop.
 4. Liaisons shall collaborate with the Expansion and Dissolution Committee and the Executive Committee, as needed.
 5. Liaisons shall assist the executive secretary in collecting current, accurate information from the chapters for the state directory in a *timely* manner.
 6. Liaisons shall provide support as appropriate for hosting area workshops and state meetings.
 7. Liaisons shall network with other area liaisons to provide inspiration and support.
 8. Liaisons shall provide training and the turnover of documents to the newly-appointed successor.
- The following from the *Washington State - Alpha Sigma State Standing Rules*:

4.1 Optional Coordinating Council Organizations

- 4.11 Each coordinating council shall adopt rules that are consistent with the *International Constitution*, the *Washington State Bylaws*, and *Standing Rules*.
- 4.12 Each participating chapter shall be represented on the coordinating council by the chapter president and one (1) chapter member serving as the Member-at-Large.

4.13 Participating chapters shall approve the activities of the coordinating council.

4.14 If the treasury of the coordinating council is over \$25,000, they must file a 99-N with the Internal Revenue Service.

5.2 Area Liaisons

5.21 Area liaisons are encouraged to communicate *regularly* with all chapters in their area and provide oral and written reports to the expansion/dissolution chair and the state president.

ATTEND:

- at least one meeting of each chapter during the biennium. (See “Guidelines for Official Visits” on page seven (7) and “Chapter Visitation Report” form on the state website under the Resources tab and then forms. The form is interactive. Download the form (save) to your desktop, fill-in, save to desktop and print.
- the area workshop and area coordinating council (if applicable to your area). The area liaison is NOT responsible for organizing or implementing the area workshop or coordinating council, but should coordinate dates.

COMMUNICATE:

- between the state and the chapters by communicating information from state personnel to chapter presidents, if requested to do so, and responding to state personnel in a timely manner.
- your concerns, either expressed or perceived, about chapters that might need state help and/or support to the state president, immediate past state president (expansion/dissolution) and the state second vice president (membership).
- by sending copies of liaison-chapter communications to the state president as needed.
- by sending the “Chapter Visitation Report” form to the state president following each chapter visitation, each coordinating council meeting and the area workshop.
- by submitting an article about area activities to the *Alpha Sigma News* according to the state editor’s schedule. To locate schedule, go to the homepage and click on the Resources tab and then Publications.

ENCOURAGE:

- chapter presidents in even-numbered years to plan an official transition meeting between outgoing and incoming chapter officers, and committee chairs for the passing on of files, material and information.
- and be supportive of chapter presidents and state personnel.

ACTION PLANS

- Bring five (5) copies of your action plan to Fall Board. Give one copy each to the president, immediate past president and the finance chair. Keep two copies, one for your files and one completed form to be submitted to the immediate past president by June 15. This interactive form is found on the state website dkgwa.org. Download the form (save), fill-in, save to desktop and print. Also, download and copy the Action Plan Reimbursement form. Estimate the amount needed for each activity you list.
- Use the Action Plan to plan and monitor proposed activities. It is your basic organizational tool. List the meetings you will attend and the activities needed to complete your job as listed in the responsibilities. The meetings to include are the chapter meetings, area workshops, coordinating councils, quadrant workshops, Fall Executive Board and the State Convention.
- On the Action Plan, estimate the dollar amount for each proposed activity. **Include costs for all possible activities you MIGHT participate in. You may not be reimbursed for any item that is not included on your action plan.**
- The amount currently budgeted for each area liaison is **\$300 per year**. The liaison may exceed her budget to visit chapters with prior approval of the state president.
- **Mail a copy of your completed Action Plan (actual costs and accomplishments checked off) to the immediate past state president by June 15.**
- Keep a copy of the completed form in your permanent area liaison files to be passed on to your predecessor at the end of the biennium.

FINANCES

- Follow the guidelines for reimbursement for the *Washington State – Alpha Sigma State Standing Rules 3.75 Meetings*. (The numbers, next to the entries below, correlate with the numbers in the *Standing Rules* that apply to Area Liaisons)

3.75 b. State meeting finances

- (6) **Area liaisons** shall receive reimbursement for attendance at Fall Executive Board, chapter visits and the state convention in accordance with their approved budget and action plan. This includes early registration, scheduled meals, transportation and lodging not to exceed one-half (1/2) the double-occupancy room rate or room share one-third (1/3) or one-quarter (1/4).

3.75 c. Quadrant Workshop finance

- (3) The area liaisons for each quadrant shall be reimbursed mileage and the scheduled meal.

3.75 d. Area Workshop finance

- (1) Area workshops shall be held annually for the purpose of providing an opportunity for chapters within each area to meet jointly for purposes of receiving and exchanging information, developing members' leadership skills, implementing the work of the Society, and for personal/professional growth.
 - (2) The meetings shall be hosted on a rotation basis by each chapter in the area, with the program for the workshop provided by the host chapter of the area.
 - (3) Area workshops may be held in the center of an area if deemed advisable by the hostess chapter and coordinating council.
 - (4) Alpha Sigma State will pay for the transportation and overnight lodging of the state president or her designee, using the guidelines in SR 3.75 b. The hostess chapter is responsible for the lunch or brunch of the state officer and presenters.
- All expenses for meetings, supplies, attending Fall Executive Board and the state convention must be claimed within the limits of the budgeted amount.
 - All requests for payment must be accompanied by a completed voucher which can be obtained from the state treasurer, executive secretary or the state president. Attach all receipts before submitting.

VOUCHER GUIDELINES

- **Your \$300 yearly budget is for all expenses, including chapter visits, Fall Executive Board and the State Convention and any other expenses on your Action Plan. You may not go over your budget without receiving *prior* approval from the state president.**
- On the voucher be sure to include your name and complete address. Do not write below the line under the address.
- Vouchers are sent to the finance chair for her signature. The finance chair then sends the vouchers to the state president for authorization. The state president sends them to the state treasurer for payment.
- There will be NO reimbursement without receipts and the signatures of both the finance committee chair and the state president.
- There will be NO reimbursement for any item/activity not included as part of your action plan.
- **Mileage:** 20 cents per mile and the most economical ferry rate, when necessary.
- **Lodging:** Up to ½ double occupancy room rate or your room share of one-third (1/3) or one-quarter (1/4). Request an individual hotel receipt for your share of the room.
- **Registration:** Reimbursement for early registration. Make a copy of the registration form to turn in with your voucher.
- **Meals:** Area Liaisons receive ALL scheduled meals. Make a copy of the registration form to turn in with your voucher.

- **All dated receipts must be vouchered within thirty (30) days and submitted prior to the close of the fiscal year (June 30).**

Travel: 20 cents per mile/ferry receipt.

Lodging: Include hotel receipt.

Registration: Include registration form.

Meals: Include registration form.

Postage: Include the receipt from the Post Office or the stores where stamps are purchased.

Printing: Use the state printing card for discounts and include receipts.

Supplies: Save all receipts.

GUIDELINES FOR OFFICIAL VISITS

- Visit each chapter at least once during the biennium.
- Be prepared to present brief remarks or participate in activities if requested by the chapter.
- Invite members to attend scheduled state meetings, such as Fall Executive Board and state convention, and stress their importance.
- Emphasize that members and chapters are the core of the Society, and that the state organization is there to provide service and assistance when asked to do so.
- Remind members of opportunities for personal and professional growth gained from state and international grants-in-aid, area and state workshops, state sponsored summer retreats, quadrant workshops the Northwest Regional Conferences and International Conventions.
- Respond to questions and concerns. If uncertain, find out and get the information back to the chapter president within a week.
- After the meeting, complete the Chapter Visitation Report and send a copy to the state president. Information is confidential and should be an honest assessment of the chapter's strengths and needs.



QUADRANT WORKSHOPS

- The program is presented by the state team with the input from the quadrant chapter presidents so that their chapters may be strengthened through this meeting.
- The quadrant area liaisons, with input from the chapter presidents and the state president, will select a venue for the workshop, plan simple continental breakfast items, secure a caterer/menu for the luncheon and provide bottled water. The state team will also need a screen, table or A/V cart and access to Wi-Fi.
- The following expenses are paid by the state: the venue; custodial fees, breakfast items; refreshments; lunch and mileage for the state team, liaisons, chapter presidents and the designee for each chapter. Other members who attend the luncheon are charged for the meal. Only participants of the designated quadrant will be reimbursed but, anyone may attend.
- The state team creates and sends out the flyers and registration forms for each workshop and plans the activities and presentations and secures the presenters.

HELPFUL SUGGESTIONS

During Fall Executive Board:

- Consider meeting with your area presidents Friday evening.
- Attend the workshop for area liaisons and committee chairs and complete your Action Plan. Turn in three (3) copies, one each, to the state president, immediate past state president and the finance chair at end of session and then receive your voucher.
- Consider sitting with your area presidents at the luncheon, introduce yourself and let them know you are a resource person for chapter questions. Explain how to access pertinent information and forms on the state website www.dkgwa.org and the international website www.dkg.org.
- Review with the presidents, a calendar of deadlines, important dates of conventions and retreats from the state directory.
- Be sure to schedule chapter visits. This is the only way to get a true picture of the health of the chapter. After the visit, complete the “Chapter Visitation Form” and send a copy to the state president. This information is confidential and needs to be an honest assessment of how the chapter seems to be doing and what its needs are.
- Act as a resource for your area workshop if asked, but it is not your responsibility to plan it. Make sure the date has been scheduled and given to the state executive secretary.

After Fall Executive Board:

- Get a chapter yearbook, printed or electronic copy, from each of your chapters with up to date names and information.

- Ask for a copy of the Chapter Rules so that you can develop a file on each chapter and use the rules to assist chapters when they have questions.
- Encourage a meeting of the coordinating council as soon as possible to make sure that all items discussed at Fall Executive Board are completed.
- Invite each chapter to exchange newsletters with the other presidents in your area, as well as sending you and the state president a copy.
- Make sure that you encourage the chapters to raise money for international, state and chapter projects, grants-in-aid and world fellowship as well as inviting their members to apply for grants-in-aid (scholarships) from Alpha Sigma State, International and the Rachel Royston Permanent Scholarship Foundation.
- Help the presidents fill up their cars with interested women for the area workshop, state meetings, state retreats and a quadrant workshop and begin to encourage them to consider a trip to the Northwest Regional Conference and to the International Convention.

Coordinating Council:

- Establish a rotation list for chairing and recording the coordinating council meetings. Some areas do this shift yearly, while others do it more frequently. Make sure that each chapter has a member-at-large elected who will attend regularly. This is a great opportunity to develop future leaders.
- Help the chair establish the agendas with you and send them out in advance to help encourage attendance and provide focus.
- Set a yearly meeting schedule with a suggested minimum of three (3) meetings.

During the State Convention:

- Plan to briefly meet with your presidents. This is a moment when encouragement and reminders about team planning for the following year can be helpful.
- After new chapter officers are elected, recommended that the chapter plan a transition meeting for the officers and committee chairs in the late spring/early summer. Someone also needs to follow up with individuals who don't attend to make sure that the information and files are passed on.

MATERIALS FOR YOUR FILES

- Current editions of the *International Constitution and Standing Rules* and the *Go-To Guide for Chapter Members* (found online).
- Current *Washington State - Alpha Sigma State Bylaws and Standing Rules* (found online).
- Current state directory sent via email.
- Current yearbook and rules from each chapter in your area.
- Area Liaisons Guide (found online and sent via email).
- Copies of all *Chapter Visitation Reports* sent to the state president.
- Action Plans from the past two (2) biennium's.
- State discount card for printing.

Washington State – Alpha Sigma State

Chapter Visitation Form

Visitor _____ Date of visit _____

Chapter visited _____ Number present _____

Type of meeting _____

How did you serve the chapter?

What strengths did you see?

Are there areas we could assist the chapter?

We are always on the lookout for outstanding women and program ideas. Please list anyone you think has potential as a:

Convention speaker _____

Her expertise _____

Workshop presenter _____

State committee member _____

Program idea to share _____

Send this report and travel voucher to State President within 30 days of your visit.

Washington State – Alpha Sigma State

Area _____ Coordinating Council

Date, Time, Place

First Meeting: Agenda/Minutes Suggestions

Name of chapters and those present:

- Indicate if the chapter president and the member-at-large are both present
- If necessary, review the term of office of members-at-large. Clarify the method of selecting the council treasurer (if any), secretary, presider, etc.

Purpose(s) of the meeting:

Calendar:

- Schedule of Coordinating Council meetings, area workshop, liaison's chapter visits, special chapter projects/programs, etc.
- Annual reports from the chapter presidents are due to state president February 1 of each year. Interactive forms will be available from the state president.

Communication:

- Who to ask for help or answers to questions.
- Having access to a state directory and knowledge of what is available on the state website.
- To whom chapters should send chapter yearbooks and minutes, etc.

Additional Business:

- Items discussed; action taken; decisions reached; tasks delegated; concerns, etc.