

PRESIDENT

The President is elected in the afternoon of the last full day of the Annual June Seminar and is installed at the Semi-Annual Fall Conference. The term is one year.

The President:

1. Begins his/her term upon being installed at the Semi-Annual Fall Conference and should be prepared to take over at that time,
2. Presides over the Annual June Seminar and the Semi-Annual Fall Conference and all executive board meetings,
3. Plans the agenda for the Semi-Annual Fall Conference,
4. Appoints committees and their respective chairman, checking beforehand that they are willing to serve and have this information posted on the private page of the ROD website;
5. Acts as a liaison with other state appointed county officials as well as state officials;
6. Sets on all Register of Deeds committees as an ex-officio member;
7. Receive files from your predecessor and up-date them as necessary,
8. Reads and familiarizes themselves with the bylaws and parliamentary and administrative duties expected of them,
9. Keeps a notebook, jotting down ideas that may help the next president;
10. Keeps the members informed of all meetings and passes on all information in a timely manner.

11. ANNUAL JUNE SEMINAR

- a. Plans the agenda
- b. Oversees the selection of education
- c. Oversees the selection of speakers
- d. Communicate with the host district and Executive Board frequently

VICE PRESIDENT

The Vice President is elected in the afternoon of the last full day of the Annual June Seminar and is installed at the Semi-Annual Fall Conference. The term is one year.

The Vice President:

1. Acts in the absence of the State President by presiding over meetings and doing whatever the President is scheduled to do,
2. Aids and assists the president during meetings by running errands, making calls and delivering messages,
3. Helps the president in any way possible to make his/her position less stressful,
4. Serves on the Executive Board
5. Is prepared to move up to the once of President if the President is unable to complete her term,
6. Keeps a notebook, jotting down ideas that would help them next year if he/she becomes State President.
7. Sends sympathy cards on behalf of the Association
- 8. ANNUAL JUNE SEMINAR**
 - a. Helps with planning
 - b. Invites retiree's to and introduces them at the Annual June Seminar
 - c. Greets/welcomes speakers at the Annual June Seminar and Semi-Annual Fall Conference
 - i. Thanks them as they depart

SECRETARY

The Secretary is elected in the afternoon of the last full day of the Annual June Seminar and is installed at the Semi-Annual Fall Conference. The term is one year.

The Secretary:

1. Receives the records from the outgoing Secretary and familiarizes his/her self with them,
2. Keeps an accurate account and record of all association meeting's minutes. A small tape recorder will help,
3. Keeps an accurate record of the roll call of all meetings being sure to make note of all new members and eliminate all who leave office,
4. Sends copies of minutes to each member of the Executive Board and the editor of the Registrar for publication,
5. Assists and aide the president whenever called upon,
6. Writes and keeps all necessary correspondence when asked,
7. E-mails out all pertinent handouts and information received at the semi-annual Annual June Seminar and the Semi-Annual Fall Conference
8. Serves on the Executive Board,
9. Prepares the membership cards and have them ready for the President's signature and distribution at the Annual June Seminar,

10. ANNUAL JUNE SEMINAR

- a. Helps with planning
- b. Make registration form for Association & email and also put on web site
- c. Make registration form for Vender
- d. contact Venders
- e. Email registration form
- f. Email Save the Date
- g. Follow up to see who will be attending
- h. Follow up to see who will be donating/sponsoring stuff

TREASURER

The Treasurer is elected in the afternoon of the last full day of the Annual June Seminar and is installed at the Semi-Annual Fall Conference. The term is one year

The Treasurer:

1. Will not receive the Treasurer's books from the outgoing Treasurer until January 31st of the following year. The outgoing Treasurer will pay the expenses from the Annual June Seminar and the and all remaining outstanding expenses, along with transmitting information to Kearney & Associates for preparation of IRS income tax forms for the current calendar year **before** turning over the books and money,
2. Contact the bank and inform them there will be new officers/account signers. Forward the meeting minutes reflecting this change so they can create a new signature card. Have **ALL** new officers sign the bank signature card.
 - a. Change mailing address for statements
3. Keep an accurate and detailed account and record of all of the Association's finances. Prepares a **treasure's report** to present at the Annual June Seminar and the Semi-Annual Fall Conference. Have copies made for handouts,
4. Have records ready to be audited by the Auditing Committee at the Semi-Annual Fall Conference
5. Receives and promptly pay approved bills (see standing rules). Pay bills from signed Kansas Register of Deeds Expense Voucher forms which is submitted with receipts, or from statements of billings;
6. Email out billings for the Association dues by **January 15th**,
7. Collect and deposit all money due the Association, including Association Dues.
8. Keep the president updated on the financial standing of the Association and notify her if you plan to be out of the office for a number of days,
9. Keep and balance the checkbook and bank statements;
10. Will deposit the money from the Register of Deeds School and pay all bills for such;
11. Serve on the Executive Board,
12. Assist the President whenever asked;
13. Have records ready to be audited by the Auditing Committee at the Semi-Annual Fall Conference
14. Have records complete and ready to turn over to the new Treasurer by January 31st **1st???** of the following year as possible
- 15. ANNUAL JUNE SEMINAR**
 - a. Helps with planning
 - b. Deposit money received from the registration
 - c. Pay bills
 - d. Have records ready to be audited by the Auditing Committee

WHAT THE MINUTES SHOULD CONTAIN

1. Kind of meeting: Regular, Special, Adjourned, Board Meeting, etc.
2. Name of the assembly.
3. Date of the meeting and the place if the organization does not have a regular place to meet.
4. Whether the President and Secretary were present or their substitutes.
5. Whether the minutes of the previous meeting were approved or dispensed with.
6. Minutes should contain the four following items from the Treasurer's Report:
 - a. Balance on hand at time of last report
 - b. Total receipts since that date
 - c. Total disbursements since that date
 - d. Balance presently on hand.
7. Only highlights of reports given orally. If written reports are also given, only a record that the report was given is made in the minutes and a copy of the report is attached.
8. ONLY a record of what is DONE - and NOT WHAT is SAID. No personal comments, complimentary or otherwise, can be included.
9. All "Main Motions" which were not withdrawn and indicate whether they were adopted or lost. Include the count when votes are counted.
10. All Points of Order and Appeals, whether sustained or lost, will be included.
11. All other motions WHICH WERE NOT LOST OR WITHDRAWN and noted.
12. The name of the person making the motion-but NOT the NAME of the person who seconded the motion.
13. If an election takes place, include a full report of all votes cast as shown by the teller's report.
14. Names of new members and those who resign or forfeit membership must be included in the minutes.
15. The hour of adjournment is included.
16. Minutes should be signed: "Jane Do, Secretary" and never RESPECTFULLY SUBMITTED.

17. Corrections should be inserted in the margin with a carefully drawn line around or through the subject matter corrected. They should never be erased or obliterated.
18. After the minutes are approved, write the word "Approved" together with the date at the bottom of the page and sign your name and the word "Secretary".
19. Remember: All minutes MUST BE READ AND APPROVED at one time or another. If reading of the minutes is dispensed with, the minutes dispensed with must come before the next meeting BEFORE the reading of the later minutes. Minutes can be approved by a committee appointed by the Chair at the beginning of the meeting.