



Washington Association of Accountants

LIST OF STANDING COMMITTEES

In accordance with the By-Laws, the President shall annually, and for a term of one year, appoint the following standing Committees:

- 6.0 Administrative Procedures
- 7.0 Chapter Coordination
- 8.0 Constitution & By-Laws
- 9.0 Editorial & Publications
- 10.0 Education
- 11.0 Ethics & Grievances
- 12.0 Insurance
- 13.0 Legislative
- 4.0 Long-Range Planning
- 15.0 Membership
- 16.0 Member Services
- 17.0 National Affairs
- 18.0 Public Relations
- 19.0 Rules
- 20.0 Technology

6.0 Administrative Procedures Position in Table of Organization

Reports to the president

Responsibilities and Duties:

Maintain a complete record of current administrative procedures created and/or revised by the board of directors and provide to each board member.

Solicit proposals for new amendments to administrative procedures from the board members, committee chairs, chapter officers, and general membership present, in writing, to the president.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the July board meeting.

Prepare a budget for forecasted Committee expenditures necessary to keep Administrative Procedures Manuals up-to-date. Submit a budget to Association Office for distribution to Board Members, not less than ten days before the Budget Board meeting for Board approval.

Report status of AP changes in Committee reports. Forward Committee reports to Association Office for distribution to Board Members not less than ten days prior to a regularly scheduled board meeting.

Update —AP Manual as a Microsoft Word document keeping track of changes for board review and approval. Publish relevant changes as a Adobe PDF document for executive director to distribute to board members prior to meeting. After approval by the board, publish updated AP Manual in PDF format. E-mail to executive director to file and forward to WAA leadership as an email attachment.

Inform general membership, via newsletter article, of all AP changes upon their adoption by the Board of Directors.

Write a short newsletter article announcing revised APs will be available for download. Include a link for interested members.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

7.0 Chapter Coordination Position in Table of Organization

Reports to the Vice President

Responsibilities and Duties:

Develop an agenda to become familiar with individual chapter dynamics and take active role in resolving any problems. Participate in exploring, with chapter officials, ways to stimulate chapter enthusiasm and member involvement.

Support incoming chapter officers with leadership materials, parliamentary rules, copies of By-Laws, etc.

Join with other chapter president's committees in addressing problems affecting Association membership.

Oversee the timely filing of each chapter's annual chapter report due to the Association office before May 31st . Ensure that chapters have and follow the —Chapter Annual Report format included at the end of this section.

Organize, in cooperation with the president, a Leadership Conference. Convene this retreat just prior to the state convention, if possible, or no later than September 30th .

Invite, host, and honor chapter officers at a breakfast held during the state convention.

Ensure that complimentary name tags are provided to state officers, board members, and chapter officers.

Assemble a committee. Provide the president and the Association office with a list of committee members no later than the budget board meeting for inclusion in the convention annual report.

Sustain team spirit by insuring that co-chair and/or committee members are informed and involved in all committee activities, planning, and correspondence.

Maintain active working relationship with other committee chairs and the Association office.

Prepare a budget for projected costs of awards, meals, name tags, postage and other costs necessary to fulfill committee responsibilities and submit to Association office for distribution to

treasurer and board members, not less than ten days before the budget board meeting for board approval.

Maintain files of all committee activities and correspondence to pass on to succeeding chair to support continuity of effort within the Association. In the event no committee or chair is appointed, deposit files at Association office.

Submit annual committee report to Association office no later than June 10th to be included in the annual convention report.

Prepare a newsletter article per president's schedule to inform membership of committee activities.

7.10 Annual Chapter Report

Chapter: _____
To: _____
From: _____
Date: _____

Chapter Statistics: Number of members at beginning of year:

Number of new members during year:

Number of members inactive at end of year:

Number of members at end of year:

Program Activities:

Describe and evaluate the effectiveness of the programs, events, or projects hosted during the past year to assist and encourage students and new members in their effort to enter the accounting profession:

Describe and evaluate the effectiveness of the programs, events, or projects hosted during the past year to provide opportunities for members to increase their knowledge of accounting and to increase their individual capabilities:

Describe any upcoming programs, events, or projects.

8.0 Constitution & By-Laws Position in Table of Organization

Reports to the President

Responsibilities and Duties:

Review By-Laws annually. Draft additions and amendments as proposed by Board Members and provide to Board Members no later than 30 days prior to the Annual Meeting.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than Budget's Board Meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for postage, telephone, supplies, or other forecasted Committee expenses and submit to Association Office for distribution to Treasurer and Board Members not less than ten days before the Budget Board Meeting for Board approval.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to Board Members not less than ten days prior to a regularly scheduled Board Meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chair is appointed deposit file at the Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

9.0 Editorial & Publications Position in Table of Organization

Reports to the Vice President

Responsibilities and Duties:

Edit and publish monthly newsletter for membership to include:

Announcements of upcoming WAA Board Meetings in each of the preceding two months prior to meetings.

A listing of awards presented at the annual convention in the issue immediately following the convention.

Assemble and supervise a Committee to assist in gathering newsletter articles and Chapter news and announcements. Provide the President and the Association Office with a list of Committee members no later than the Budget Board meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for printing and mailing and other forecasted expenses and submit to Association Office for distribution to Treasurer and Board Members, not less than ten days before the Budget Board Meeting for Board approval.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to Board Members not less than ten days prior to a regularly scheduled Board Meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chair is appointed deposit file at the Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

10.0 Education Position in Table of Organization

Reports to the President

Responsibilities and Duties:

Produce seminars on a statewide basis

Assist Chapters in conforming to State Board of Accountancy requirements for CPE in mini-seminars.

Assist Chapters with study groups for examination.

Coordinate with NSA to exchange and disseminate education and seminar information.

Oversee reimbursement for transportation, lodging, and seminar fees for seminar coordinators to attend most convenient location. Arrange free admission to seminars in return for time donated for seminar preparation and setup activities.

Assemble and supervise a Committee to include co-Chair responsible for:

GEAR UP - East GEAR UP - West/Tacoma GEAR UP - West/Seattle Partnership/Corporation & 1041 Seminar Other State Sponsored Seminars

Provide the President and the Association Office with a list of Committee members no later than the Budget Board meeting.

Sustain team spirit by ensuring that co-Chairs and Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for any forecasted expenses necessary to carry out Committee activities and submit to Association Office for distribution to Treasurer and Board Members not less than ten days before the Budget Board meeting or Board approval.

Report Committee activities and any proposed budget revisions on Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to board members not less than 10 days prior to a regular scheduled board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event that no Committee or Chair is appointed deposit files at the Association Office.

Submit a Annual Committee report to the Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

Oversee and coordinate Education Committee responsibilities of the Association Office as outlined below:

Produce seminars on statewide basis.

Work with chapters to oversee mini-seminars within bounds of and acceptance for CPE by State Board of Accountancy.

Help chapter study groups for examinations.

Free seminars: Education Chairs to decide who shall receive free admission to seminars in return for time donated to the activity. WAA to reimburse transportation, lodging, and seminar fees for the —Gear Up! coordinators to attend the nearest most convenient Gear Up! Conference or to purchase tapes and books on same.

11.0 Ethics & Grievances Position in Table of Organization

Reports to the Vice President

Responsibilities and Duties:

Act as the clearing house to receive and process complaints relating to unethical practices.

Advise and solicit input for President regarding matters before Committee.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than Budget's Board meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for forecasted Committee expenses and submit to Association Office for distribution to Treasurer and Board Members, not less than 10 days before the Budget Board meeting for Board approval.

Report Committee reports activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event that no Committee or Chair is appointed deposit files at the Association Office.

Submit a Annual Committee report to the Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

12.0 Insurance Position in Table of Organization

Reports to Vice-President

Responsibilities and Duties:

Review existing insurance policies for effectiveness and current and outgoing value to the Association. Ensure that policies for bodily injury, property damage, and automobile liability are in force.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than Budget's Board meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Assist membership with research of National Society of Accountants policies offered.

Prepare a budget for forecasted Committee expenses and submit to Association Office for distribution to Treasurer and Board Members, not less than 10 days before the Budget Board meeting for Board approval.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event that no Committee or Chair is appointed deposit files at the Association Office.

Submit a Annual Committee report to the Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

13.0 Legislative Position in Table of Organization

Reports to Vice President

Responsibilities and Duties:

Develop a plan to keep the President and Board members informed, via regular written reports, regarding the current status of all legislative matters directly or indirectly affecting the Association.

Monitor each State Board of Accountancy meeting and submit a monthly report to the President, SROC Committee, and Editorial Committee for newsletter publication.

Encourage and assist Chapters in securing legislators to speak at Chapter meetings.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than Budget's Board meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for forecasted Committee expenses and submit to Association Office for distribution to Treasurer and Board Members, not less than 10 days before the Budget Board meeting for Board approval.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event that no Committee or Chair is appointed deposit files at the Association Office.

Submit an Annual Committee report to the Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

Oversee and coordinate the Legislative Committee responsibilities of the Association Office as outlined below:

General

a) The legislative Committee for this organization is normally charged by the President in addition to other duties to be cognizant of all new laws which may have an effect on the general membership as well as the Association, and to keep all Officers informed of new pending, or proposed legislation. All of which is to be presented in written reports currently to the President.

b) The Committee Chairman usually will make contacts early with certain knowledgeable parties to establish his schedule for the current year in order to fulfill the objective as charged.

Objective:

a) To keep the President and Board well informed by written reports on legislative matters directly or indirectly affecting this organization.

Purpose:

a) To become knowledgeable on all pending matters from prior year's Committee.

b) In written form to the President - How all pending matters were resolved, or recommendations.

c) To comply with all directives from the President and acknowledge all acts in written form to the President currently.

14.0 Long-Range Planning Position in Table of Organization:

Reports to Vice-President

Committee Structure:

Chairperson – 2 year term

Committee:

Second Vice President – 1 year term

Past President – 2 year term

Member-at-large – 2 year term

Additional – as Committee Chairman deems appropriate

Responsibilities and Duties:

Submit names of committee members to the Board for approval at 1st Board meeting after convention.

Present a completely reviewed and updated Long Range Plan to the Board of Directors at least every 5 years.

Develop report forms for collection of statistical data necessary to accommodate annual performance review.

Review the Long Range Plan annually and prepare a progress report for presentation to the Board at the Fall Board meeting. This progress report process can include minor updates to the Long Range Plan to accommodate such things as a new permanent committee or regulatory changes in our profession.

Maintain and pass on recorded activity and correspondence file to new Chair.

Committee reports to be sent to the WAA secretary office for distribution to Board Members not less than 10 days prior to a regularly scheduled Board meeting.

The Chair has the delegate authority to implement the Committee plan of action following approval of the Board of Directors.

The Chair will be held accountable for the development and implementation of the activities of the Committee.

To develop a statement of purpose for the association.

To develop and implement a multi-year directional plan that will guide the other Committees in current planning.

To assist the 2nd VP in focusing on the problems and directional possibilities that would affect the society in the future.

To utilize Committee members and board officers to design and direct the future direction of the association, using ideas that will be implemented over a period of years.

To help keep the direction of the state society on course so that current year's Committees will have an overall direction to guide their activities.

15.0 Membership Position in Table of Organization

Reports to President

Responsibilities and Duties

Review existing membership recruitment programs for effectiveness and reinstate those programs that are exhibiting results and ongoing value to the Association.

Develop a plan and goal for new memberships, new chapter formation, and chapter revitalization.

Develop a plan to address member retention, and the recapture of lost memberships.

Assemble and supervise a Committee to include at least one member from each active chapter to provide representation at the local level. Provide the President and the Association Office with the list of Committee members no later than Budget's Board meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for membership plans, and submit membership plans and budget to Association Office for distribution to Treasurer and Board members, not less than 10 days before Budget's Board meeting for Board approval.

Implement approved budgeted plans. Report progress of implemented plans and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association.

Be familiar with membership guidelines set forth in Articles I through V of the By-Laws.

Verify qualifications and level of membership and approve or disapprove new member applications

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare newsletter article per President's schedule to inform membership of Committee activities.

Oversee and coordinate membership responsibilities of the Association Office as outlines below:

15.10 Membership /Association Office Responsibilities

1) Process all new membership applications.

a) Send to applicant —application received letter with copy of current

newsletter.

b) Send application with routing sheet to Committee Chair for

approval/disapproval.

c) Upon receipt of approved application, send —approved letter to

member, assign member #, request certificate, affix seal, make up packet.

d) Mail membership packet, printed certificate, and membership

directory. e) Set up member file at Association Office.

(2) Mail complete membership listings periodically to Chair, or as requested.

(3) Mail new member information and complete listings by chapter to

Chapter Presidents and Secretaries to update chapter mailing lists.

(4) Calculate dues, print and mail dues statements each year by May 1 and

again on Budget 1. (5) Print and mail late dues renewal letter by August 1.

(6) Print and mail —You will be dropped on September 15th letter by

September 1.

(7) Purge membership files of non-renewed members after September 15

deadline. (8) Accept late dues and reinstate per By-Laws Article III, Section 4. (9) Perform timely changes and updates to —member information on Association Office database.

(10) Order all supplies for packets, WAA labels, lapel pins, membership

certificates, seals, letterhead, and additional as requested and budgeted for by Committee Chair. (11) Membership Chair is encouraged to work closely with Office Manager when preparing annual budget to ensure items ordered annually by the Association Office are included.

(12) Mail WAA membership information as requested and provide brochures and

applications to all chapters, WAA booth, or anyone representing this association at a WAA approved seminar or function, as specifically requested. (13) Deposit all membership dues into WAA accounts as directed by Treasurer.

16.0 Member Services Position in Table of Organization

Reports to Vice-President

Responsibilities and Duties

Oversee established Member Services with assistance from Committee members. Evaluate each program to determine its continued effectiveness in providing a valuable return for membership.

Actively seek out programs to be considered for inclusion among ongoing member service from within the Association as well as from outside sources.

Assemble and supervise Committee. Present the President and the Association Office with a list of Committee members no later than the Budget Board meeting for Board approval and for inclusion in the WAA Yearbook.

Prepare a budget for current and projected expenditures and review regularly in order to keep within allocated amounts. Submit budget to Association Office for distribution to Treasurer and Board Members not less than 10 days before Budget's Board meeting for approval.

Report Committee activity and any proposed budget revision in Committee reports and Board approval.

Forward Committee reports to Association Office for distribution to Board Members not less than 10 days prior to a regularly scheduled board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chair is appointed, deposit files at Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

17.0 National Affairs Position in Table of Organization

Reports to the President

Responsibilities and Duties

Act as a Liaison between WAA and National Society of Accountants by representing Washington Association of Accountants at National Society of Accountants meetings and conventions and keeping membership up-to-date on National Society of Accountants activities and soliciting.

Serve as member of WAA Membership Committee.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the Budget board meeting.

Sustain team spirit by ensuring that Co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office .

Prepare a budget for travel, lodging, and other forecasted expenditures and submit to AO for distribution to Treasurer and Board Members, not less than 10 days before the Budget board meeting for board approval.

Report Committee activity and any proposed budget revisions in Committee reports for board approval.

Forward Committee reports to Association Office for distribution to Board Members not less than 10 days prior to a regularly scheduled board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chair is appointed, deposit files at Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

18.0 Public Relations Position in Table of Organization

Reports to the President

Responsibilities and Duties

Maintain Speakers Bureau.

Establish an agenda for the timely preparation and dissemination of press releases and announcements for WAA events

Prepare and distribute information on WAA membership benefits to schools, colleges and other organizations.

Ensure that sufficient numbers of —advertisingll items such as pens, pencils, etc. are ordered and on time.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the Budget Board meeting.

Sustain team spirit by ensuring that Co-Chair and/or Committee members are informed and involved in all Committee activities.

Prepare a budget for forecasted Committee expenditures and submit to Association Office for distribution to Treasurer and Board Members not less than 10 days before the Budget Board meeting for approval.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chairs appointed, deposit file at Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

Oversee and coordinate Public Relations Committee responsibilities of the Association Office as outlined below:

(1) Provide the highest level of support and services possible to promote and elevate the Association and its members.

(2) Assist the Chair in coordinating with other Committees to prepare a Public Relations program for the Association. This should include press releases, news articles, spotlighting of members, education, and seminar and meeting notices. The Association Office needs to be aware of these plans and programs in order to provide timely information to other affected Committees and to update Association Office files.

(3) Assist with the continuation of past and current budgeted Public Relations strategies determined to be effective in enhancing the image and benefits of the Association.

19.0 Rules Position in Table of Organization

Reports to President

Responsibilities and Duties

Review existing Rules of conduct for the Annual meeting to ensure that each member is allowed his/her opportunity and allotted time to speak on the subject on the floor. Present Rules and any proposed amendments to the membership at the Annual Meeting for discussion and a vote, if required.

Communicate with the President before all Board meetings and the Annual Meeting to draw up Rules by which the meeting will be conducted.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the Budget board meeting.

Sustain team spirit by ensuring that Co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for any forecasted Committee expenditures and submit to Association Office for distribution to Treasurer and board members, not less than 10 days prior to a regularly scheduled board meeting.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chair is appointed, deposit file at Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

20.0 Technology Position in Table of Organization

Reports to the Vice President

Responsibilities and Duties

Assemble a committee. Provide the President and the Association Office with a list of committee members.

Sustain team spirit by insuring that committee members are informed about all committee activities, planning and correspondence.

Develop budget for to enable committee members to perform their duties.

Research the benefits and costs of new and enhanced technology for the board and committee chairs.

Maintain files of all committee activities and correspondence to pass on to succeeding chairman and support cont unity of effort within the Association.

Submit annual committee report to Association Office to be included in the Convention Annual Report.

Maintain active working relationship with other committee chairs and the Association Office. The Technology committee exists to serve WAA chairs and the AO in leveraging to more effectively perform their duties.

Work with the education committee to research new education distribution methods.

Work with the Membership committee to assist them in hi-tech marketing methods including a membership prospect data-base.

Work with Member Services committee to develop technology white papers for Member Benefits.

Work with the Association Office on the website; including working with the website host and developer.

LIST OF SPECIAL COMMITTEES

The President may also appoint special and ad-hoc committees, if in his or her opinion, the affairs of the Association may thus be handled in a more efficient and satisfactory manner.

21.0 Exam

22.0 Awards

23.0 Budget

24.0 Convention

24.2 Convention Procedure Manual

25.0 Historian

26.0 Liaison

27.0 Nominating

28.0 Member Welfare

21.0 Examination Position in Table of Organization

Reports to the Past-President

Responsibilities and Duties

Analyze and evaluate books and records of WAA annually for accuracy and compliance to sound accounting procedures and internal controls.

Corroborate the representation as presented in the Financial Report through reference to supporting accounting records.

Establish the validity of accounts and determine whether Assets, Liabilities, and Equity are fairly stated.

Prepare an Examination Report with findings and recommendations, if any, and submit to the President with a copy of the Financial Report not less than 10 days prior to the Annual Meeting.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the Budget board meeting.

Sustain team spirit by ensuring that co-Chair and/or Committee members are informed and involved in all Committee activities, correspondence, and planning.

Maintain active working relationship with other Committee Chairs and the Association Office.

Prepare a budget for any forecasted Committee expenditures and submit to Association Office for distribution to Treasurer and board members, not less than 10 days prior to a regularly scheduled board meeting.

Report Committee activities and any proposed budget revisions in Committee reports for Board approval.

Forward Committee reports to the Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Maintain files of all Committee activities and correspondence to pass on to succeeding Chair and to support continuity of effort within the Association. In the event no Committee or Chair is appointed, deposit file at Association Office.

Submit Annual Committee Report to Association Office no later than June 10th to be included in the Convention Annual Report.

Prepare a newsletter article per President's schedule to inform membership of Committee activities.

22.0 Awards Position in Table of Organization

Reports to President

Directly supervises member of Committee.

Maintains close relationship with other Committee Chair to effectively act within the job.

Responsibilities and Duties:

Maintain and develop programs and planned goals.

Develop ideas to stimulate new Committee activities within scope of Committee responsibilities.

Maintain and pass on recorded activity and correspondence file to new Chair.

Issue a certificate of recognition to each Committee Chair at the end of each fiscal year. These certificates shall be handed out by the outgoing President.

Committee reports to be sent to Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Committee Chair(s) to notify President of those persons selected to be Committee Members no later than Budget Board meeting. This selection to be submitted to WAA office for Yearbook publication.

The Chair is delegated authority to implement the Committee plan of action following approval of the Board of Directors.

The Chair will be held accountable for the development and implementation of the activities of the Committee.

AWARDS, Cont'd ANNUAL AWARDS AND GIFTS

1. Outgoing President shall receive a plaque, with gavel, commemorating

service as President of WAA

2. President's spouse shall be remembered with a gift of appreciation. If the

President is not married, an appropriate gift to the President shall then be given.

3. The —**Grand Award for Excellence** shall be given, honoring the member

who went above and beyond the responsibility undertaken.

4. An Award of Appreciation shall be given to members who are recognized for having served WAA in a manner that deserves special recognition.

5. Convention Chair is remembered with a gift of appreciation.

6. Chapter of the Year shall be bestowed upon the chapter best deserving this honor.

SPECIAL AWARDS

Truman Jones Award: To be awarded to the member who brings in five or more new members in one fiscal period. Membership Committee members will not be eligible for this award.

Joe McReynolds Award: To be awarded to the member who contributes service to their community. Shall be awarded at the discretion of the Awards Committee

23.0 Budget Position in Table of Organization

Reports to President

Directly supervises members of Committee.

Maintains close relationship with other Committee Chair(s) to effectively act within the job description of the assigned Committee.

Responsibilities and Duties:

Maintain and develop programs and planned goals.

Develop ideas to stimulate new Committee activities within the scope of Committee responsibilities.

Maintain and pass on recorded activity and correspondence file to new Chair.

Committee reports to be sent to Association Office for distribution to Board Members not less than 10 days prior to a regularly scheduled Board meeting.

Committee Chair(s) to notify President of those persons selected to be Committee members no later than the Budget Board meeting. This selection to be submitted to Association Office for yearbook publication.

The Chair is delegated authority to implement the Committee plan of action following approval of the Board of Directors.

The Chair will be held accountable for the development and implementation of the activities of the Committee.

Special Duties:

Prepare a budget for the Association for the current fiscal year.

Monitor expenditures for each budget item to determine if staying within the budget during the fiscal year.

Recommend to Board any increases or decreases which need to be made to the budget during the fiscal year.

24.0 Convention Position in Table of Organization

Reports To President

Responsibilities and Duties:

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the Budget board meeting.

Maintain close relationship with other Committee Chairs to effectively act within the job description of the assigned Committee.

Maintain and pass on recorded activity and correspondence file to the new Chair.

Committee reports sent to WAA Secretary or WAA Association Office not less than 10 days prior to regularly scheduled board meeting.

Submit newsletter articles and convention registration forms monthly from January 15 through June 15. An article recapping convention should also be submitted for publication in July.

Special Duties:

Secure a site for convention, if not already chosen by the Board.

Prepare convention budget and set registration fee.

Confirm NSA representative for convention.

Coordinate with Education Committee to select and retain a qualified speaker for the convention.

Coordinate with the Association Office on a direct mail-out of convention registration forms to all members.

Work with hotel, arranging for all facilities, and food and beverage services required during convention.

Coordinate with the President in the preparation of the agenda and programs for each day of the convention.

Include a registrant's questionnaire/critique of the convention and seminar in the report booklet, or separate printing, to be returned on, or before the closing day of the convention.

24.10 Manual of Procedure for the Annual Convention

This manual is prepared to provide an understanding of the general duties of the Committee and the way in which their functions may relate to other Committees. It shall be considered more as a guide than a manual with inviolate provision. Conventions and the Committee structure vary from year to year. For this reason certain Committees are not covered. Usually the omissions will be Committees whose duties are obvious. Within this framework, most situations can be dealt with. For items not specifically mentioned or unexpected occurrences, seek the advice of the President and/or the Board of Directors.

CONVENTION POLICIES ESTABLISHED BY THE STATE BOARD OF DIRECTORS

1. The responsibility of planning, staging and bringing to a successful conclusion, the annual convention of the Association, shall be the responsibility of the Association.
2. The President shall appoint a Convention Chair with specific duties and obligations assigned to each through the medium of the Convention Manual.
3. The Convention Chair shall prepare the outline of the program and a budget. The budget is to be submitted to the Board of Directors at the Budget Board meeting. It shall be the responsibility of the Convention Committee Chair to work within the framework of this budget.
4. The Convention Chair shall establish the registration fee for each annual Convention. Such fee shall be predicated up on the convention program, and be sufficient in amount to assure that the convention will be staged without cost to the Association. All registration fees shall be remitted to the Association Office.
5. The annual convention shall not be used by any Chapter as a means of raising Funds for the Chapter through the promotion or staging of events. Receipts from all events connected with the convention shall be considered Convention Income.
6. All expenses incurred shall be paid by the Association from the convention fund, upon presentation of a bill approved by the Convention Chair and the Association President or Treasurer.
7. The annual convention financial report shall be on file in the Association Office no later than August 15 of each year, accompanied by all supporting documents of receipts and disbursements, for inclusion in the annual exam.
8. All income from registration fees and other sources shall be remitted to the Association Office, and credited to the Association fund account.

RESPONSIBILITIES

The Convention Chair shall have general supervision over planning of the Convention as well as the Convention itself. He/she shall guide and advise the Committees with respect to overall policy. During the Convention he/she shall make, or cause to be made, any required announcements, by arrangements with the President. He/she shall be the executive officer of the convention. He/she shall be the central clearing house for all information, and shall instruct the Committee members in their duties and insure that all preliminary arrangements are complete. He/she shall carry out the instructions of the President. The Convention Chair is responsible for the financial report of the convention which shall be accompanied by all supporting documents of receipts and disbursements, and be on file in the Association Office by August 15, in order to be included in the annual financial examination. He/she shall be responsible for the physical arrangement of the meeting rooms, which shall include: seating capacity; table and Chair arrangements; audio-visual, or any similar equipment which may be required by the speakers. Arrangements include Board of Directors Meetings, all convention

sessions, and the Installation Banquet. All convention attendee packets will be assembled at the Association Office, or at the convention site in advance. This included programs, tickets, badges, etc. The Chair shall make arrangements as necessary with the Convention Bureau or the Chamber of Commerce to assist in welcoming of convention attendees. He/she shall also arrange with the hotel for suitable space in the lobby to conduct registration/sign-in.

Convention Funds

All monies derived from the convention shall be deposited into the WAA savings account, and credited to the convention fund account. All necessary contracts, etc., which must be executed in advance of the convention shall be executed by the Committee Chair, and a copy of each document filed with the Association Office. In the event that a cash advance is required by the Committee, a written request for same shall be filed with the Treasurer. As soon after the convention as possible, but in any event, prior to August 15, all bills will be paid, except those which are in dispute. Checks for payments of such bills shall be issued by the Association. The Convention Chair shall be responsible for the record-keeping system which will be most efficient for the purpose of the convention. A certain number of complimentary registrations and/or tickets are issued at each convention to special guest of the Association.

Entertainment: The Chair shall make recommendations to the Committee regarding the entertainment for all events requiring same. On approval of the Committee, he shall engage such entertainment, which shall include orchestras, if required. In each instance a written agreement or contract shall be executed by the Association.

Reception: It shall be the responsibility of this Committee to welcome attendees as they arrive, and to welcome and make provision for any special guests, such as the NSA representative.

Publicity: This Committee's duties will consist of pre-convention publicity, as well as publicity during the convention. It shall promote the convention as much as possible. During the convention, he/she shall make necessary arrangements for publicity, by inviting newspaper representatives to attend functions which could develop a news story.

Spouses' Activities: The convention shall make available entertainment and sight-seeing information to spouses and families. If specific activities have been requested by members and spouses, the Committee will make arrangements for those. If additional charges result from those arrangements, payment will be collected in advance.

Exhibits: The Chair of the Committee shall work with, and maintain close contact with exhibitors, handling their door prizes, if any, and supervising the drawing at the general sessions. Solicitation of exhibitors is handled through the Association Office, by mailing to an established roster of prospects. The assistance of an Exhibitor Chair may be required in this solicitation.

GENERAL INFORMATION Under no circumstance shall any bills for goods or services be paid in cash. All checks shall be made payable to the Association.

The President shall preside at all sessions, whether business or social. He/she may designate such other presiding officers and/or toastmasters as the occasion may require. It is the incumbent President's prerogative to designate the toastmaster, and the incoming President's prerogative to select the installing officer and the installing marshal for the installation banquet. The President will supply the names of those who are to be seated at the head table. Place cards and seating arrangements will be handled by the convention Chair in accordance with the

desires of the President.

Protocol: The President and spouse are at all times the number one personages in attendance; therefore, due deference and courtesy shall be extended. They shall occupy the most prominent seats at all events, and be properly escorted to their seats on arrival. It is inconsistent that they be in doubt as to where they shall sit or find it necessary to located their own places. Formal events should not start until the President and spouse have arrived and are seated. Informal events should not start until those in charge have consulted with the President.

Hospitality Suite: The hospitality room will act as a welcoming and gathering area. The official program shall list the dates and time that the hospitality area will be open. The Committee should ensure that all visitors to the hospitality area are properly registered (there are NO exceptions to this rule). Those individuals without badges should be referred to the registration desk to secure the proper credentials. If liquor is to be served in the hospitality room, a liquor license, or banquet permit must be purchased at a local liquor store.

Past Presidents' & First Timers' Luncheon The Past Presidents' & First Timers' Luncheon/Dinner will be held to honor those who qualify. Past Presidents should receive an invitation to attend, whether or not they have registered for the convention. This invitation can be sent by the convention Chair or by the Association Office staff. The Chair will also find it necessary to consult with the Association Office to determine how many of the attendees are first timers. You may denote this by a special ribbon or symbol on their name tag.

Installation Banquet: The installation banquet may be designated to a Committee that will assist the convention Chair in organizing the banquet. The banquet Committee should inspect the banquet area at least 30 minutes prior to the scheduled cocktail hour to determine if the convention Chair requires any last minute assistance.

Sergeant-At-Arms: The Sergeant-at-Arms is charged with the responsibility of maintaining order, at the direction of the convention Chair and/or the President of the Association, and/or the presiding officer, whoever he/she may be. The Sergeant-at-Arms, or one of his representatives will be present at all times during the general session of the convention. In addition, he/she will assign himself/herself at the call of the convention Chair, to each public activity of the convention, including, but not necessarily restricted to, group meals and beverage functions.

25.0 Historian Position in Table of Organization

Reports to the Vice-President

Responsibilities and Duties:

Directly supervises members of Committee.

Maintain close relationship with other Committee Chairs to effectively act within the job description of the assigned Committee.

Assemble and supervise a Committee. Provide the President and the Association Office with a list of Committee members no later than the Budget board meeting.

Maintain and pass on recorded activity and correspondence file to the new Chair.

Committee reports sent to WAA Secretary or WAA Association Office not less than 10 days prior to regularly scheduled board meeting.

Submit an article to the newsletter editor not later than October 15.

Special Duties:

1. Record significant events such as conventions, membership meetings, and/or other important events.
2. Record important policy changes.
3. Maintain the Historical Manual and the picture albums.
4. Summarize the years' events in a narrative form for history.
 - (a) This Committee shall solicit the services of all WAA members in

Washington. Request each members to participate by providing any documentation or information in his/her possession relative to the history of WAA.

- (b) Solicit all documents and information by requesting immediate past

Chair of Historian Committee and WAA office manager to present all such items to current Chair.

- (c) Prepare a list of documents which are beneficial to the project to establishing:

- (1) A bound loose-leaf history of WAA
- (2) A scrapbook of WAA activity since its origin. Example:

- (a) Minutes of Board of Directors meetings.
- (b) Minutes and records of State conventions.
- (c) Chapter bulletins and newsletter.
- (d) Newspaper articles
- (e) Chapter bulletins and newsletter.
- (f) Newspaper articles
- (g) Bulletins and other newsletters issued by State office.
- (h) Seminar programs.

26.0 IRS Liaison Position in Table of Organization

Reports to Vice-President

Directly supervises members of Committee.

Maintain close relationship with other Committee Chairs to effectively act within the job description of the assigned Committee.

Responsibilities and Duties:

Maintain and develop programs and planned goals.

Develop ideas to stimulate new Committee activities within scope of Committee responsibilities.

The responsibilities of this Committee shall include the Liaison with the Washington State Department of Revenue, Labor & Industries and Employment Security in addition to the IRS.

Committee reports to be sent to Association Office for distribution to Board members not less than 10 days prior to a regularly scheduled Board meeting.

Committee Chair to notify President of those persons selected to be Committee members no later than Budget Board meeting. This selection to be submitted to Association Office for yearbook publication.

The Chair is delegated authority to implement the Committee plan of action following approval of the Board of Directors.

The Chair will be held accountable for the development and implementation of the activities of the Committee.

Special Duties:

1. Set up meeting with IRS to exchange information and improvement suggestions.
2. Write to each Chapter requesting input regarding improvements needed on memos, forms, IRS procedures, etc. Give them a 4/30 cutoff.
3. Contact person assigned by IRS and send them improved suggestions.
4. If occasional requests from members to assist with sticky' problem(s), better access to Problems Resolution Office is through this Committee.

27.0 Nominating Position in Table of Organization

Reports to President

Directly supervises members of Committee.

Maintain close relationship with other Committee Chairs to effectively act within the job description of the assigned Committee.

Responsibilities and Duties:

Present a full slate of officers for consideration.

The Nominating Committee shall review the qualifications of all candidates for State Office and inform the candidate of their obligation to that office. All candidates for elected positions shall meet with Nominating Committee prior to the elections.

Committee report to be sent to Association Office for distribution not less than 10 days prior to a regularly scheduled Board meeting.

Committee Chair to notify President of those persons selected to be Committee members no later than Budget Board meeting. This selection to be submitted to Association Office for yearbook publication.

Authority:

To interview Potential Candidates.

General:

In general the Nominating Committee's purpose is fulfill the directives of the President wherein the President usually charges and instructs this Committee through its Chair to:

Hold certain meetings for the membership representation to inform this Committee of proposed officers to be considered and placed in nomination for certain elections for the coming fiscal year.

Select a slate of officers for consideration to be voted on by the convention assembly.

The convention's action is to be as prescribed under its rule of order and procedures.