

PROCEDURE MANUAL



APPROVED BY BOARD OF DIRECTORS .
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PRESIDENT

ARTICLE IV. *Officers*

Section 5. *Duties of Officers.*

a. *President*

The President shall be the executive officer, shall preside at all meetings of the DAIP and of the Board of Directors, and shall present a report of the work of the DAIP at the final meeting of the year. The President shall also appoint the chairmen of all standing committees and shall be member, ex-officio, of all committees except the nominating committee. The President shall appoint special committees as established by DAIP or the Board.

- DUTIES:**
- 1) Preside over all Dinner and Board Meetings
 - 2) Appoint Committee Chairmen and assist all Officers and Committee Chairmen in any way you can.
 - 3) Assign each Director four or five committees to mentor.
 - 4) Appoint the Parliamentarian,
 - 5) Attend the Annual Meeting of FIWT as a delegate.
 - 6) Submit monthly President's Message for the newsletter and submit FIWT Forum articles on a quarterly basis.
 - 7) Pass the Presidents Pin to the President Elect at installation.
 - 8) Serve as the representative for the Association on the FIWT Board of Directors

COMMITTEE

MEMBERS: You do not need any members. The Officers, Directors, and the Committee Chairpersons are your Committee Members.

BUDGET: Your cost of Registration fee, Hotel or Motel room for three (3) nights maximum for an annual meeting and two (2) nights for a mid-year Board meeting, and Travel Expenses. Hotel rooms are based on double occupancy and no reimbursement from your employer. If your employer is good enough to support you financially, you should not expect reimbursement from DAIP also.

PRESIDENT'S CALENDAR

SEPTEMBER

BOARD:

- 1) Send FIWT list of all new Officers & Directors
- 2) Present any changes of meeting dates arising out of a holiday or convention date conflicts during the year to Board for approval.
- 3) Request proposed budget from all committee chairs with a deadline date of 10 days to 2 weeks. (you will need time to get it to the budget committee).
- 4) Inform the Treasurer if your employer will be financially supporting you so DAIP can adjust the budget accordingly.

OCTOBER

DINNER:

- 1) Set script for dinner.
 - a) List for date changes under new business Recording Secretary should read motion from Board.
- 2) Ask someone to do Invocation

BOARD:

- 1) Set script for meeting
 - a) Under new business present proposed budget to board.

NOVEMBER

DINNER:

- 1) Set Script for dinner
 - a) Be sure a copy of Approved Budget is available to all members. No vote needed
- 2) Ask someone to do Invocation

BOARD:

- 1) Set script for meeting.

DECEMBER

DINNER:

Holiday Party — No Meeting

BOARD:

- 1) Set script for meeting

JANUARY

DINNER: 1) Set script for meeting

BOARD: 1) Set script for meeting
2) Present any FIWT bylaw changes

FEBRUARY

DINNER: 1) Set script for meeting
2) Ask someone to do Invocation
3) Check with Vice President to make sure they have started preparing for the scholarships.

BOARD: 1) Set script for meeting

MARCH

DINNER: 1) Set script for meeting
2) Ask someone to do Invocation

BOARD: 1) Set script for meeting

APRIL

DINNER: 1) Set script for meeting
2) Ask someone to do Invocation

BOARD: 1) Set script for meeting

MAY

DINNER: 1) Set script for meeting
2) Ask someone to do Invocation
3) Announce your choice for Nominating Chair

BOARD: 1) Set script for meeting
a) Board to vote on members of nomination committee

JUNE

- DINNER:**
- 1) Set script for meeting
 - 2) Ask someone to do Invocation

- BOARD:**
- 1) Set Script for meeting

JULY

- DINNER:**
- 1) This is the month for the NEW MEMBER DRIVE No business meeting

- BOARD:**
- 1) Set script for meeting

AUGUST

- DINNER:**
- 1) Set script for meeting
 - 2) Ask someone to do Invocation
 - 3) Any FIWT Bylaw changes should be discussed (NB)
 - 4) Election of Officers (NB)
 - 5) Elect delegates for convention

- BOARD:**
- 1) Set script for meeting
 - 2) Request all outgoing officers to submit a report as final summary of there year.

SEPTEMBER

- DINNER:**
- 1) Installation of Officers and Awards Banquet.
Present final report of the work of the DAIP during the Past year as President.
 - 2) Present new President with the President's pin that is passed down annually.

- BOARD:**
- 1) Joint Meeting — Set script for meeting
 - a) Conclude all Unfinished Business and record all final Committee Reports
 - 2) Turn meeting over to new President under New Business

PREPARING FOR BOARD MEETING

- 1) Prepare a blast email to go out to all officers and committee chair.
- 2) Monday before meetings (dinner & board meetings) send an email to all officers and committee chairs asking for their reports with deadline on Wednesday by noon.
- 3) If you do not get a response from a committee chair, email or call individually to see if they need help with there committee. You have (4) directors that should be more than happy to help.
- 4) Be aware of the calendar of all your officers and committee chairs each month to know what if any items need attention. Be sure they are taken care of by the chair, or do they need help.
- 5) Ask all officers to acknowledge that they will be at the board meetings, to have a quorum. If not, do they have someone giving a report for them or will the Corresponding Secretary be giving the report
- 6) Make notes on the script for the meeting — who you have reports back from and what they will be discussing.
- 7) List any old business that needs attention.
- 8) List any new business that should be brought up.
- 9) List any items you want to discuss.
- 8) Any Announcements

PREPARING FOR DINNER MEETING

(In addition to the above)

- 1) Send Blast Email for reports and confirmation they will be at meeting.
- 2) Be sure you know what the program is.
- 3) If there is going to be any motions brought to the association, be sure the person presenting the motion will be ready.
- 4) Try to meet with any guests before the meeting or after to invite them back. Give them your business card and ask that they give you a call if they have questions.

PRESIDENT-ELECT

ARTICLE IV. *Officers*

Section 5. Duties of Officers.

b. President-Elect and Vice President

In the President's absence, the President-Elect or Vice President, in that order, shall assume the President's duties. The President-Elect shall serve as Chairman of the Membership Committee.

DUTIES:

- 1) Plan Dinner Meeting for NEW MEMBER DRIVE with a plan to attract new members. (Usually done at the July Dinner Meeting).
- 2) Prepare guest packets with DAIP information for guests and introduce each guest to the membership at each Dinner Meeting.
- 3) Prepare DAIP and FIWT membership applications for renewals and new members for the new renewal year (October 1-September 30). November 1st thru September 30 a check will be requested monthly at the board meeting to mail approved new members membership to FIWT.
- 4) Keep an accurate roster of all members. Any changes in member's information should be sent to the Corresponding Secretary immediately.
- 5) Distribute a roster of the entire membership to the membership by the November Dinner Meeting (Send this to the Corresponding Secretary for distribution via e-mail. Mail copies to those members unable to receive the updated roster via e-mail and have extra copies at the November dinner meeting).
- 6) Maintain a list of new members during your term. Forward any info from FIWT to each of them prior to Nov. 1st when we pay their FIWT

due.

- 7) A letter or email of acceptance to DAIP will be sent to each new member along with a copy of the Procedure Manual and a referral to FIWT website for by-laws or defer to Corresponding Secretary to send.
- 8) Notify Corresponding Secretary of new members with name, email and all other essential information.
- 9) Send a letter to all guests who have attended a Dinner Meeting thanking them for coming and inviting them back. The letter should include the name and number for the Corresponding Secretary if they want to call for a reservation to another meeting. (This letter may be included in the guest packet of information)
- 10) Review membership applications with the Board for all new applicants to be voted in as new members. A copy of each application is given to the President, Treasurer, and Corresponding Secretary at acceptance. All dues are given to the Treasurer. After acceptance, write any new members a letter telling them of their acceptance and thanking them for joining. Include in the letter the name, telephone number and e-mail address of the new member's mentor. Also notify the mentor of the new member's information in order for the mentor to contact and welcome the new member.
- 11) Provide each new member with a complete copy of the current DAIP handbook and a new DAIP nametag.
- 12) Request a check from the Treasurer for the annual dues that are paid to FIWT. The dues are based on the total number of members from the previous 9/1 x current FIWT dues. These must be paid to FIWT before 1 1/1.
- 13) Plan a new member appreciation program at a Dinner Meeting to honor our new members for that year (usually at the May Dinner Meeting). A small token gift is usually given (pen, flower, paperweight, etc.).
- 14) Attend all Dinner and Board Meetings. You are a **VOTING BOARD MEMBER.**
- 15) Submit a committee report and an officer's report to the President at each Dinner and Board Meeting. If for some reason you will not be attending, arrange for a committee member to deliver your report to the President prior to the meeting.

16) You are also the Chairman of the Sunshine Committee.

SUNSHINE COMMITTEE DUTIES:

- 1) Keep an accurate record on all members of DAIP. (i.e., Birthdays, Addresses, etc. from the President-Elect)
- 2) Send a Sympathy card to any member for an immediate family member's death.
- 3) In a case of a death of one of our members, request a check for \$25.00 for a memorial gift in honor of that member.
- 4) Send a **GET WELL** card to any member who has been seriously ill.

COMMITTEE MEMBERS:

Chair plus one (1) committee member in the event the chair is unavailable.

BUDGET:

Current postage for cards X 20 cards.
Cost of cards or printing for some type of a flyer.
Cost of twenty (20) sympathy and get well cards. (Estimated budget of \$150).
Consider sending "E" cards by internet. No cost at all.

CALENDAR:

There are no set dates for this committee.

Three copies of the report should be made and given to:

President
Newsletter
Recording Secretary

COMMITTEE MEMBERS:

At least (3) members are needed for Membership.

BUDGET:

Project costs of new member handbooks and nametags (Estimate 20)

Project cost of New Member Appreciation party and the cost

of new member gifts. (Estimate 20)

Printing of Roster (Estimate for those unable to receive copies via e-mail).

Project cost of renewal dues to FIWT. (Estimate 80).

Under revenue, project total number of new members you think you will have x annual dues.

Cost of New Member Drive party.

Cost of President's Plaque at installation.

Cost of President's Gift at installation.

PRESIDENT-ELECT CALENDAR

SEPTEMBER

DINNER

- 1) Present Gift to President at Installation.
- 2) Direct Installation Chair

BOARD

OCTOBER

DINNER

- 2) Request check for membership dues to FIWT. Mail prior to 11-1.
- 3) Order flower at convention for DAIP President.

NOVEMBER

DINNER

- 1) Distribute Roster to entire membership.

BOARD

DECEMBER

DINNER

HOLIDAY PARTY

JANUARY

DINNER

- 1) Plan program for New Member Appreciation. Give new member token gift. (Does not have to be this month.)

BOARD

FEBRUARY

DINNER

BOARD

MARCH

DINNER

| | |
|------------------|--|
| BOARD | |
| APRIL | |
| DINNER | |
| BOARD | |
| MAY | |
| DINNER | |
| BOARD | 1) Try to have Committee Chairs set for next year. |
| JUNE | |
| DINNER | 1) Put Membership Applications on the dinner tables for all members. |
| BOARD | 1) Copy of Application to Newsletter Chairman for next Newsletter. |
| JULY | |
| DINNER | 1) Put Membership Applications on the dinner tables for all members |
| BOARD | 1) Copy of Application to Newsletter Chairman for next Newsletter. |
| AUGUST | |
| DINNER | 1) Plan new member drive dinner. (Plan meal, place and program). 2) Copy of Application to Newsletter Chairman for next Newsletter. |
| BOARD | |
| SEPTEMBER | |
| DINNER | |
| BOARD | |

MEMBERSHIP/YEARBOOK

ARTICLE IX. *Committees*

Section 2. *Membership/Yearbook*

This committee shall:

- a. Take suitable steps to extend the membership of the DAIP and shall keep a correct list of the name, address (business and residence) and telephone numbers of each member and shall furnish a copy of this list to the Board. Time shall be made available at one meeting each year to recognize the new members in a special presentation. The President-Elect shall serve as Chairman of this committee; and
- b. Be responsible for the publication of changes in the DAIP year book. The inserts shall be ready for member use by the October dinner meeting.
- b. Be responsible for the publication of changes in the DAIP year book. The inserts shall be ready for member use by the November dinner meeting.
- c. Provide new members with name tag and local association handbook.

(NOTE: Yearbook refers to the official DAIP membership roster)

VICE-PRESIDENT **EDUCATION CHAIRMAN**

ARTICLE IV. *Officers*

Section 5. Duties of Officers

b. President-Elect and Vice President In the President's absence, the President-

Elect or Vice President, in that order, shall assume the President's duties. The President-Elect shall serve as Chairman of the Membership Committee. The Vice President shall serve as Chairman of the Education Committee.

ARTICLE IX. *Committees*

Section 6. Education

It shall be the duty of this committee to:

1. Provide adequate educational facilities and to report to the FIWT such DAIP projects; and
2. Accept applications to determine who shall receive financial assistance from the Sibyl Hoge Memorial Education Fund. Scholarships may be available to DAIP members who desire to further their insurance careers. In the event no application has been submitted by a member by April of any year, application may be considered from any other person under the sponsorship of an active DAIP member. Maximum amount to be awarded for any one (1) scholarship shall be one thousand dollars (\$1, 000.00), limited to no less than three (3) scholarships each year. The DAIP shall contribute to this fund annually. Donations shall be accepted from members and friends of DAIP; and
3. Promote legislation favorable to the insurance industry.
4. Scholarship applications should be sent out around January 15 with a specific return date. February 15 would be good.
4. Scholarship applications should be sent out around February 1 with a specific return date. April 1 would be good.
5. After the Scholarship Committee has made the selection of recipients,

each should be notified in April for the May meeting. Example letters are provided.

2008/2009 Scholarships

Congratulations! We are happy that you are a _____ scholarship recipient!

Please note the following information regarding receipt of your scholarship funds:

- 1) **The funds you have been awarded must be used during the period of June 1, to June 1.**
- 2) **If you are registering for a class and would like to have the check payable to the person or organization offering the class, please send a copy of your class registration and documentation of the charge for the class. Please allow enough time for the check to be processed so that you can register before the deadline.**
- 3) **If you are using the scholarship as a portion of your college tuition and you wish the school to be paid directly, please provide a copy of the schedule of your classes, the tuition bill, the name and address where the check needs to be sent and your account number.**
- 4) **If you or your employer has already paid for your class and you are requesting reimbursement, please send a copy of the class registration receipt along with the name and address for the payee.**
- 5) **If you or your parents have paid your tuition and you are requesting reimbursement, please send a copy of the tuition receipt along with the name and address for the payee.**

The person to send this information to is:

Vice President -DAIP

Fax: 214-672-2700 E-Mail:

P.O. Box 742044, Dallas, Texas 75374

Date

Name

Address

City, State, Zip

Re: Year Sibyl Hoge Memorial Scholarship Application Dear Name:

Thank you for submitting your application for the Sibyl Hoge Memorial Scholarship.

It is my pleasure to advise you that you have been selected to receive one of the scholarships in the amount of \$_____to apply toward your education expenses.

The Sibyl Hoge Memorial Scholarships will be presented to you and other recipients at our annual Boss's Night/Officer Installation Banquet. It is my honor to extend to you an invitation to attend this event. The banquet will be held Thursday, DATE HERE at the Current dinner location. Cocktails will be served beginning at 5:45 p.m. with dinner following at 6:30 p.m. Please plan to meet me at 6:00 p.m. to the right of the registration table outside of the banquet room so I can let you know how the scholarships will be awarded. Your dinner expense will be paid by DAIP; however, if you wish to invite friends or family members to attend, there will be a charge of \$35 (THIS AMOUNT MAY CHANGE) per person, payable at the door. Please make reservations for yourself and any others from the invitation you will receive in the mail under separate cover.

Instructions for payment arrangements and scholarship requirements will be given to you along with your scholarship certificate.

Congratulations and best wishes for your pursuit of continuing education. I hope to see you at the banquet.

Sincerely,

Vice President
President Elect

Term
Term
P.O. Box 742044, Dallas, Texas 75374

Dallas Association of Insurance Professionals

Presents a

Sibyl Hoge Memorial Scholarship

In the Amount of \$ XXX.XX

to

NAME OF RECIPIENT

_____, President

_____, Vice President
Education Chairperson

DATE
Date Presented

DUTIES:

- 1) Plan calendar of education seminars. Try to do 2 classes a year with at least 1 ethics class.
- 2) Work with the Publicity Chairman on ways to publicize classes to reach people outside of DAIP and keep upcoming class information updated on DAIP website and Facebook.
- 3) Meet with Program Chairman if you want to have any educational speakers during a Dinner Meeting. Obtain thank you gifts for speakers.
- 4) Maintain Education Notebook with classes on anything you think is Important to have information on (CIC, CPCU, ACSR, CISR, ARM, etc.) Keep members updated on these educational seminars occurring in metroplex area and also keep them informed on fellow members obtaining various insurance designations via announcements in the newsletters and at dinner meetings. Maintain contact list of speakers for educational programs and CE speakers.
- 5) Attend all Dinner and Board Meetings. You are a Voting Board Member.
- 6) Submit a committee report and an officer's report to the President at each Dinner and Board Meeting. If for some reason you will not be attending, arrange for a committee member to deliver your report to the President prior to the meeting.

Three copies of the report should be made and given to:

President
Newsletter
Recording Secretary

- 7) You will also be the Chairman of the Scholarship Committee. Notify membership of FIWT Scholarships and due dates. Applications for Sybil Hoge education scholarships and DAIP Education grants should be distributed in February 1 with a deadline of April 1. Recipients should be voted on by the board at the April board meeting. Scholarships will be presented at the Awards Banquet in May.

Scholarship/Grant info:

Retain all scholarship and grant applications and additional documentation for 5 years.

All scholarship and grant payments are made directly to the institution
Chairman of the committee should not apply for scholarship/grant or sponsor
someone for scholarship/grant

Scholarships should not be awarded to those whose employer will pay for or
reimburse them

Grants are to be awarded to members only

The Treasurer should notify committee chair in January of monies available in
both funds available to be awarded. The equation for monies to be transferred is 50% of
the net profit from special ways and means projects will be transferred into scholarship
and grant funds. The 50% is to be divided equally into each fund.

The committee may award scholarships and grants not to exceed 75% of the
total Sybil Hoge Scholarship and DAIP Educational Grant funds. If no DAIP Educational
Grant applications are received the monies can be used to issue additional Sybil Hoge
scholarships not to exceed the 50% originally allocated for the
DAIP Educational Grant fund.

8) Prepare and submit report to FIWT Education Chair prior to the annual convention
(when requested)

9) Organize volunteers to work the registration booth at All Industry Day
for IIAD in November (usually the Tuesday before Thanksgiving). You will need at least
six (6) volunteers.

**COMMITTEE
MEMBERS:**

You will need at least three (3) members

BUDGET:

Check cost of where seminars will be held.
Estimate any printing costs you might have.

Before contracting with any speaker that charges a
fee, discuss with the Board.

Budget for speaker dinners.

Budget for speaker thank you gifts.

Budget for any Audio/Visual rental costs.

Budget for Scholarship recipients dinners at the May Awards
Banquet

VICE PRESIDENT'S CALENDAR

SEPTEMBER
DINNER

BOARD

OCTOBER
DINNER

- 1) Plan all educational seminars as best you can early in the year, and report your goals in September with tentative dates for the term.
- 2) Applications for FIWT Education Scholarships must be mailed in prior to the Annual Convention to be considered.
- 3) Prepare report for FIWT Education Chair prior to the Annual Convention (when requested)

BOARD

NOVEMBER
DINNER 1)

Ask for Volunteers to work the registration for Big "I" Day for IIAD. It is usually the Tuesday before Thanksgiving.

DECEMBER
DINNER

JANUARY
DINNER

BOARD

- 1) Give copy of Scholarship Application to Newsletter Chairman.

FEBRUARY
DINNER

- 2) Place Scholarship applications on table at dinner meeting.

BOARD

MARCH
DINNER

- 2) Place Scholarship applications on table at dinner meeting.

BOARD

- 1) Give copy of Scholarship Application to Newsletter

Chairman.

APRIL

DINNER

- 1) Meet with committee to decide who will receive scholarships. Present number of scholarships to be awarded to the Board for approval.
- 2) Notify recipients by phone and mail or email that they have won.

BOARD

- 1) Contact any other scholarship benefactor during the year to be recognized at the May Installation.

MAY

DINNER

- 1) Present Scholarships from the Sybil Hoge Memorial Education Fund and the DAIP Education Scholarship/Grant Fund.

BOARD

JUNE

DINNER

BOARD

JULY

DINNER

BOARD

AUGUST

DINNER

BOARD

September

DINNER

BOARD

RECORDING SECRETARY

ARTICLE IV. *Officers*

SECTION 5. *Duties of Officers*

c. Recording Secretary

The Recording Secretary shall keep the minutes of all meetings of the DAIP and shall present them for the approval of the DAIP either by mail or at the following business meetings of the DAIP. The recording secretary shall also keep the minutes of the meetings of the Board of Directors and shall present them to the Board for its approval. In addition, the Recording Secretary shall present any recommendations made by the Board, in the form of a motion, to the general assembly.

c. Recording Secretary

The Recording Secretary shall keep the minutes of all meetings of the DAIP and shall present them for the approval of the DAIP either by mail, email or at the following business meetings of the DAIP. The recording secretary shall also keep the minutes of the meetings of the Board of Directors and shall present them to the Board for its approval. In addition, the Recording Secretary shall present any recommendations made by the Board, in the form of a motion, to the general assembly.

DUTIES:

- 1) Keep accurate minutes of all business meetings of DAIP.
- 2) Attend and record all minutes of Dinner and Board business meetings.
- 3) Submit copies of minutes at the Board meetings for approval.
- 4) Submit copies of the Board and Dinner meeting minutes to the Newsletter chairman to be published in the Newsletter.
- 5) Maintain a complete set of all minutes for the permanent file/records.
- 6) Attend all Dinner and Board meetings. You are a **VOTING BOARD MEMBER**.
- 7) If for some reason you will not be attending a business meeting, arrange for a committee member to take the business minutes and to deliver your prior minutes report to the President ahead of time before the meeting.

BUDGET:

Project any cost you think you might have for paper or printing of the minutes.

COMMITTEE

You will need at least three (3) members. If

MEMBERS: you are unable to attend a Dinner or Board meeting, you will need to assign someone to take minutes for you and to read your prior minutes report for approval in your absence.

CALENDAR: Every Dinner and Board Meeting.

CORRESPONDING SECRETARY **PUBLIC RELATIONS** **COMMUNICATIONS**

ARTICLE IV. *Officers*

Section 5. *Duties of Officers*

d. Corresponding Secretary

The Corresponding Secretary shall conduct such correspondence as directed by the President, including advising in writing the acceptance of new members when approved by the Board of Directors. The letter of acceptance shall include such pertinent information as place and dates of meetings. The duties of the Corresponding Secretary shall also include maintaining the permanent official post office box of DAIP. The Corresponding Secretary shall serve as Chairman of the Publicity Committee.

d. Corresponding Secretary

The Corresponding Secretary shall conduct such correspondence as directed by the President, including advising in writing the acceptance of new members when approved by the Board of Directors. The letter of acceptance shall include such pertinent information as place and dates of meetings. The duties of the Corresponding Secretary shall also include maintaining the permanent official post office box of DAIP, maintenance of the DAIP website and Facebook Page. The Corresponding Secretary shall serve as Chairman of the Publicity Committee and Communications Committee.

ARTICLE IX. *Committees*

Section 8. *Publicity*

It shall be the duty of this Committee to:

1. Report activities of the DAIP to trade journals and local press; keep a permanent record of all publicity and pictures in a scrapbook; forward copies as deemed pertinent to the historian of the FIWT; and
2. Maintain relations with other organization local and state, which enable members to inform the public of the ethics and practices of the insurance business. This Committee shall further determine the technique and media most likely to assure success in public relations.
3. Be responsible for getting changes to the designated person for website changes as needed.
4. Be responsible for Facebook changes, either doing them yourself or assigning to one of your committee members.
5. Shall be the Communications Chair of DAIP. Be responsible for distribution of all communications to the membership.

DUTIES:

- 1) Renew permanent and official post office box of the DAIP for the new term (June)
- 2) Write and send all correspondence at the President's request.
- 3) Read all correspondence received by the President during the month at the dinner meeting to the membership.
4. Maintain the email address file.
5. Take the reservations for the dinner meetings
- 6) Work with all Committee Chairmen as needed to publicize any events DAIP will be involved in. Publish these events in trade journals, as well as on the DAIP website.
- 7) Send Thank You notes to all Dinner Speakers and Instructors of education classes by the following Monday after any event.
- 8) Maintain DAIP's permanent historical manual, as well as maintaining the DAIP website. Also, updates on Facebook. In addition, keep the DAIP website link from FIWT updated. (When invoice for updates is received, review and give to the Treasurer for payment)
- 9) Send Copy of each monthly Newsletter to the FIWT office.

- 10) Send Thank You notes to all FIWT Mid Year Conference and Annual Convention sponsors/exhibitors.
- 11) Keep all trade journal subscriptions current.
- 12) Responsible for keeping track of DAIP banner. Any other member who needs to use the banner for a DAIP sponsored function must use the sign-out sheet.
- 13) Attend all Dinner and Board meetings. You are a VOTING BOARD MEMBER.
- 14) Submit a committee report and an officer's report to the President at each Dinner and Board Meeting. If for some reason you will not be attending, arrange for a committee member to deliver your report to the President prior to the meeting.
- 15) Three copies of the report should be made and given to:
 - President
 - Newsletter
 - Recording Secretary

COMMUNICATION COMMITTEE

- DUTIES:**
- 1) Give each committee member a list of persons to contact each month. Whenever possible, send mass e-mail to members for dinner reservations and for other important announcements. One person can send out a master e-mail using an approved formatted template.
 - 2) **Make sure** the President-Elect provides you with contact information of each new member to update database. Also update database when President-Elect notifies you of a change in contact information for a current member.
 - 3) **Be sure you get updates** of phone numbers and email addresses for your committee members.
 - 4) **Send** e-mail to members on Thursday before each Dinner Meeting asking them to reply before noon on Tuesday. (Call those members without e-mail). Tally the total reservation count on Tuesday afternoon prior to Dinner Meeting and call the Program Chairman with the final number.
 - 5) **Provide** the members with the Dinner Meeting Menu (which you will have gotten from the Program Chairman), the special events of that meeting, and/or any community service activity reminders.
 - 6) After you call in the count, follow-up with the Program

Chairman by sending the actual listing of persons attending the dinner meeting.

7) Also send the treasurer a complete list of the members and any guests to be in attendance by Wednesday noon.

8) Send the President-Elect a list of all guest names, company/agency, and whom they are a guest of to be introduced at the Dinner Meeting.

9) Send e-mail reminders to all Officers and Chairs prior to Board Meetings if requested to do so by President. You should call the President on Monday to get any instructions for the meeting so you will be able to relay information to these people.

10) Any unforeseen delays, call the president **IMMEDIATELY**. Timing is of the utmost importance when notifying the current dinner location, so your job is very important to the Program Chairman.

11) All e-mails must be approved by the President or President-Elect before distribution.

COMMITTEE

You will need at least two (2) members.

None – you are now part of Corresponding Secretary.

MEMBERS:

BUDGET:

You will not need a budget.

CALENDAR:

MONTHLY – Contact all committee members on the Friday before the meeting as a reminder and to give any instructions they will need to share with the general membership.

Call Program Chairman by Tuesday P.M. with total number of reservations.

Call or e-mail reminders to the Board prior to Board Meeting if requested by President

COMMITTEE MEMBERS:

After checking with all committee chairmen, determine the number of people you will need to help with publicity. You will need at least three (3).

***with at least one committee member being interested in running for the office of Corresponding Secretary.**

BUDGET:

Project the cost of stationery and postage you will need for the President's correspondence.

Project cost of postage and stationery for printing of the Thank You letters to the Education speakers, as well as to the Exhibitors/sponsors in attendance at the FIWT Mid Year Conference in April and the Annual Convention in October.

Determine with the committee chairmen the cost of printing and/or postage needed for publicity for each committee.

CALENDAR:

October

Send Thank You letter to each exhibitor that attended the Annual FIWT convention in October.

April

Send Thank You letter to each exhibitor that attended the FIWT Mid Year Conference

TREASURER
BUDGET/FINANCE

ARTICLE IV. *Officers*

Section 5. Duties of Officers

e. Treasurer

The Treasurer shall collect and have charge of all monies of the DAIP, such funds to be deposited in a bank designated by the membership and paid out only upon the approval of the Board of Directors. The Treasurer shall keep an itemized record in a permanent file of all receipts and expenditures and shall turn over all records to an Auditing Committee, appointed by the membership, within fifteen (15) days of vacating the office, and take a listed receipt therefore. The Treasurer shall automatically become Chairman of the Finance Committee.

ARTICLE IX. *Committees*

Section 1. Budget and Finance Committee

The Budget Committee shall, at the beginning of the year, submit to the Board a suggested budget of the funds of the DAIP for the current year. The Finance

Committee shall be responsible for the promotion and support of special projects of DAIP. The Treasurer shall serve as Chairman of these committees.

DUTIES:

- 1) Keep current and accurate record of all finances for DAIP.
- 2) Present updated financial reports at all Board and Dinner meetings for review and approval:
Dinner: Put several copies on each Table and one for each Officer
Board: Provide copies for all Board members and a few extras.
- 3) Before reimbursing a member, be sure to have:
Receipt
Check Request Form
Be sure all reimbursements have been approved by the Board or are allocated in the approved budget.
- 4) Pay all bills for DAIP. If it is not a usual monthly bill, you may want to present to the Board for recommendations.
- 5) Collect all funds, such as dinner meeting fees, dues, and ways & means monies for DAIP and provide written receipts upon request.
- 6) Bring DAIP nametags to all dinner meetings to be distributed prior to the meetings
- 7) Close out Financial books at the end of the year to turn over to the Audit Committee Chairman.
- 8) Obtain from the bank, new signature cards for the new officers to sign, and return signed ones back to the bank. In addition, regularly update PIN and password for secure online or telephonic banking.
- 9) Attend all Board and Dinner Meetings. You are a **VOTING BOARD MEMBER.** If for some reason you will not be attending, arrange for a committee member to deliver your report to the President prior to the meeting.

COMMITTEE MEMBERS:

You will need at least three (3) members for your committee.

BUDGET:

Project any costs you might have for copies, receipt

books, paper, and software updates that you may need for your duties.

CALENDAR:

Monthly _Collect all money at Dinner Meetings Keep accounting records
Submit reports to be put into permanent file.

May (end of Term) _Close out books to turn over to Audit Committee. Complete new check signature cards. Start working on proposed budget for next year. Ask President Elect if her employer will be financially supportive of her so budget may be adjusted. Make necessary adjustment through the year.

September (end of Term) _Close out books to turn over to Audit Committee. Complete new check signature cards. Start working on proposed budget for next year. Ask President Elect if her employer will be financially supportive of her so budget may be adjusted. Make necessary adjustment through the year.

PARLIAMENTARIAN

ARTICLE XIII.

Parliamentary Authority

The rules contained in *Robert's Rules of-Order Newly Revised*-shall govern the

DAIP in *all* cases to which they are applicable and in which they are not inconsistent with the By-laws or the special rules of DAIP.

DUTIES:

- 1) **Know "Robert's Rules of Order."**
- 2) **Direct the President and Board on the proper Rules**

of Order.

- 3) **Attend all Dinner and Board meetings. (It you are unable to attend a meeting, please let the President know which qualified person will be taking your place.)**
- 4) **The Parliamentarian has no vote.**

DIRECTOR

DUTIES:

- 1) Contact each Committee Chairman under your direction to offer assistance. By your direct contact, they will be more likely to come to you for assistance and direction when they need it.
- 2) Attend all Dinner and Board meetings. You are a VOTING BOARD MEMBER.
- 3) Be familiar with “Robert’s Rules of Order, so the meetings will go smoothly and correctly.
- 4) All incoming directors along with the immediate Past President shall hold officers training prior to installation.

BY-LAWS

ARTICLE IX. *Committees*

Section 4. By-Laws

It shall be the duty of this Committee to present amendments, which have been submitted for consideration.

DUTIES:

- 1) Review By-Laws of DAIP throughout the year.

- 2) Any changes in the DAIP By-Laws should be presented to the Board for discussion and approval.
- 3) Any changes to DAIP By-Laws must be submitted in writing to all members two weeks prior to voting on them by the general membership. (See By-Laws for specific requirements.) Any change to By-Laws needs an edition date printed on the By-Laws.
- 4) Review with President all changes to the FIWT By-Laws that might affect the DAIP By-Laws.
- 5) Refer to By-Laws for instructions on amendments to By-Laws.
- 6) Submit a committee report at each Board Meeting. Submit a report at the Dinner Meeting if you wish to speak. All reports should have three (3) copies for:
 - President
 - Recording Secretary
 - Newsletter Chairman
 If for some reason you will not be attending, arrange for a committee member to deliver your report to the President prior to the meeting.
- 7) Send a copy of the DAIP revised By-Laws to the FIWT Committee Chairman for their permanent records.

**COMMITTEE MEMBERS:
BUDGET:**

You will need at least three (3) members.

The only cost for the committee should be for printing, which should not be more than \$100.00.

CALENDAR:

There is no set schedule you must follow.

LONG RANGE PLANNING

ARTICLE IX. *Committees*

SECTION 13. *Long Range Planning Committee.*

It shall be the duty of this Committee to make plans and set goals for the DAIP.

DUTIES:

- 1) Set meeting with committee members to discuss

goals for the future of DAI P.

- 2) Present goals to the board with ideas on how to achieve goals for discussion in the Winter.
- 3) Report to Board in Summer any measures that have been put in place to reach goals.
- 4) Submit committee report to the President at each Board Meeting even if the report states you have no report. If not attending the Board Meeting, send a copy to the President prior to the meeting.
- 5) Obtain all DAIP insurance renewal quotes and coverages. (July is the D&O coverage renewal date, as well as the renewal date for the General Liability and Hired and Non-Owned Auto.)
- 6) Notify the President prior to any business meeting in which you want to speak or give a report.

COMMITTEE MEMBERS:

You will need at least three (3) members.

BUDGET:

Typically none, unless there are printing costs expected.

CALENDAR:

May . Form a committee including the President, President-Elect, and at least three other members.

November . Form a committee including the President, President-Elect, and at least three other members.

Set meetings at your convenience, however, notify the President and President-Elect to see if they wish to attend.

Fall . Call a meeting to evaluate the existing goals and to set new goals for the future of DAIP. Monitor the progress of previous goals to see if they have been met, if they should be modified, or if they are no longer applicable. Set future goals, taking into account the desires and plans of the current President.

July . Call a meeting to evaluate the existing goals and to set new goals for the future of DAIP. Monitor the progress of previous goals to see if they have been met, if they should be modified, or if they are no longer applicable. Set future goals, taking into account the desires and plans of the current President.

Present plans to the Board.

Spring or

Mid-Year . Monitor and follow-up with Officers and Committee Chairmen to see how goals are being met.

AUDIT

ARTICLE IX. Committees

Section 11 *Auditing Committee*

This Committee shall, within fifteen (15) days of receipt of Treasurer's books, audit said books, turn them over to the new Treasurer, and take a signed receipt therefore.

DUTIES:

- 1) During the year, the chairman has the right to audit the books at anytime they think it is necessary or at the direction of the President.
- 2) At the end of the term, you and your committee will do a full audit of the books to close out the year. You should be able to turn a balanced set of books over to the new

treasurer by the November Board Meeting.

- 3) Any differences should be brought to the attention of the Board.

COMMITTEE MEMBERS:

You will need at least three (3) members.

BUDGET:

A **\$25.00** budget should cover the cost of any paper supplies you might need.

CALENDAR:

JUNE: Full audit should be done prior to the Board Meeting.

NOVEMBER: Full audit should be done prior to the Board Meeting.

JANUARY: Do mid-year audit and report to board of Directors and Members at January board meeting. This will allow board to know profit of pecans and bowling to recommend amount to be transferred to scholarship according to the by-laws.

APRIL: Do mid-year audit and report to board of Directors and Members at April board meeting. This will allow board to know profit of pecans and bowling to recommend amount to be transferred to scholarship according to the by-laws.

PROGRAM

ARTICLE IX, *Committees*

Section 3, *Program Committee*

The Program Committee shall arrange and be coordinator of all dinner meetings for the year of the DAIP.

DUTIES:

- 1) Call current dinner location to reserve dates through December following your term. Be sure to put all dates in writing to them. (Verify with President-Elect and Holiday Chair if new member drive and holiday party, respectively, will be held elsewhere.)
- 2) Meet with catering manager to get list of menus for the year. Select menus for each meeting you are responsible for. Be sure to meet with any committee chairman two (2) months prior to a special event to get them in touch with catering manager at the dinner location to select their special menus.
- 3) Send catering manager the list of selected meals for the entire term, with the exception of the months you are not responsible for listed in the calendar. Coordinate with the chairmen of special months to see if help is needed in those months. Currently the hotel sends us the menu for the month along with the Banquet Event Order – Our instructions for the month.
- 4) Notify the Newsletter Chairman monthly of the menu and the program for each month so it will be published prior to each meeting.
- 5) Notify dinner location by noon on the Tuesday prior to each dinner meeting the number of people who will be in attendance at the dinner meeting. This number should be emailed to you by the Chairman of the Communication Committee on the Tuesday prior.
- 6) The number of people given to you by the Corresponding Secretary should not be increased unless there is a 10% increase over the initial number.
- 7) Plan speakers or program for all months listed in the Program Calendar. Give speakers a topic that you would like for them to speak on, if possible. Plan months ahead because speakers' calendars tend to fill-up well in advance. Speakers should plan on speaking for fifteen (15) minutes. Then we can have five (5) minutes for questions. (Co-ordinate with the Vice-President regarding which months they will provide the speakers.)

- 8) If you are not able to attend the dinner meeting, be sure you have one of your committee persons fill-in for you so they can sit at your place at the head table and introduce/read the speaker's bio.

BUDGET:

Cost for any speaker that may charge a fee. All speakers that charge a fee should be approved by the Board prior to booking them.

COMMITTEE MEMBERS:

You should have at least three (3) committee members, either of which could take your place in case of absence from a Board or Dinner meeting.

PROGRAM COMMITTEE CALENDAR

| | |
|-------------------|---------------------------------|
| OCTOBER: | Dinner and Program |
| NOVEMBER: | Dinner and Program |
| DECEMBER: | Holiday Party |
| JANUARY: | Dinner and Program |
| FEBRUARY: | Dinner and Program |
| MARCH: | Dinner and Program |
| APRIL: | Dinner and Program |
| MAY: | Dinner and Program** |
| JUNE: | Dinner and Program |
| JULY: | Elections/Dinner and Program |
| AUGUST: | Dinner and Program* |
| SEPTEMBER: | Installation and Awards Banquet |

* Usually New Member Drive.

** Usually New Member Appreciation Program.

The Following are some ideas for themes used in the past:

October _Dinner & Program (Speaker or Education)

November _Dinner & Program (Education or Insurance Related)

December _Holiday Party (Handled by Holiday Party Chairman)

January _Dinner & Program

February _Dinner & Program (Insurance Law)

March _Dinner & Program

April _Dinner & Elections (Usually handled by President)

May – Dinner & New Member Appreciation & Scholarship Awards –Pres. Elect & VP

June _Dinner & Program (Light and fun, e.g. : white elephant sale)

July _Dinner & Program (Hopefully FIWT president official visit)

August _Membership drive (Handled by President-Elect)

September _Installation (Handled by Installation Chairman)

COMMUNITY SERVICE

DUTIES:

1) At the beginning of the term, meet with the President and your committee members to set a calendar of events for community service activities with the **DAIP-sponsored charities.**

(If the choice of charities is left to your discretion, then examples of past projects include:

- . Took gifts and personal items to Terrell Hospital
- . Adopted a family for a year
- . Collected "Toys for Tots"
- . Collected bears and money to buy bears for Dallas Police
- . SPCA _donated items and spent day at shelter
- . MDA _sent two or three children to Summer Camp, volunteered to man phones at Labor Day telethon for several years
- . Ronald McDonald House _prepared two or three meals annually
- . Donated gifts to Senior Services several years at Christmas
- . Salvation Army _volunteered at mall Angel Tree and at warehouse sorting presents
- . Donated money for shots for underprivileged children)

- 2) Notify the Newsletter Chairman of any events you want published in the newsletter prior to that month.
- 3) Notify the Corresponding Secretary of upcoming events in order for the DAIP website to be kept current and for notification to be sent to the various publications.
- 4) Make membership aware of any projects that are planned. Be sure you have the support of the membership before you promise the association's help.
- 5) **Get** members involved in scheduled activities by circulating sign-up sheets at dinner meetings.
- 6) Notify Corresponding Secretary of upcoming events so that members can be reminded when dinner reservations and announcements are sent.

- 7) Give copy of committee report to the President at each Dinner and Board meeting describing the upcoming plans and events.
- 8) Coordinate with the Holiday Party Chair on the Holiday Party.
- 9) If a financial gift is to be given to any organization, coordinate with your committee or other committees like Ways & Means on ways to raise the money to be given away to this organization.

COMMITTEE MEMBERS:

You will need at least three (3) members.

BUDGET:

Project any cost of activities or donations to be made throughout the year that may not have a sponsor provided (e.g., meals at Ronald McDonald House, sending kids to MDA summer camp, etc.)

CALENDAR:

You have no set dates for special projects, but try to schedule an event or collection at least once a month or every other month.

Monthly examples include: collecting change for child immunizations, collecting stuffed teddy bears for Bears on Patrol program, collecting toiletries for women's shelters, etc.

NEWSLETTER COMMITTEE

DUTIES:

- 1) Publish Monthly Newsletter to be sent to each member by the first week of the month. The newsletter is e-mailed to all members unless they do not have e-mail or specifically request a copy be mailed to them. Newsletters will be sent to non-active Past Presidents upon request.
- 2) **Set** cut-off date for accepting items to be included from members and other Committee Chairmen (usually the Tuesday following the Board meeting).
- 3) **Attend** each Board and Dinner Meeting so you will be able to report all relevant association business and event information from both in the newsletter.
- 4) Send to Corresponding Secretary for distribution to membership after approved by President.

MEMBERS:

You will need (1) member to assist you.

BUDGET:

Project cost of printing and postage for a sufficient number of copies that are not sent via email each month.

If printing and/or mailing will be donated, project what the cost would be and show this as your budget. This will keep the overall budget in line.

Cost of publishing software updates, if any.

CALENDAR:

Newsletter to be emailed or mailed by Thursday of the first week of every month.

WAYS AND MEANS MONTHLY

DUTIES:

- 1) Hold some type of monthly raffle at each dinner meeting.
Raffle item can be any item donated by a member or company sponsor.
- 2) Determine large item raffle to be given away at convention. The earlier this process is started to sell the raffle tickets, the more funds we will raise.
- 3) **Organize annual** garage sale in March or April. Advertise in the newsletter a couple of months prior in order to collect as many donated sale items as possible. Determine a date and location and then place an ad in the local Dallas newspaper to run the weekend of the event.
- 4) **Assist Ways & Means-Special** Chairman in any project undertaken for DAIP.
- 5) **If space is** obtained for DAIP at the convention store, take charge of sale items.
Suggestions: FIWT pins, t-shirts, etc.
- 6) **Prior to** having a check cut to purchase sale/raffle items, have Board approve amount at the monthly Board meeting.

COMMITTEE MEMBERS:

You will need at least three (3) members.

BUDGET:

Project what you think your profit from raffles and fund raisers will be.

Project any expenses you might have (raffle tickets, raffle items, etc).

CALENDAR:

MONTHLY .Hold small raffle at each Dinner Meeting.

ANNUAL .Raffle large item at FIWT Annual Convention. Sell items at store if there is one at convention.

SPRING .Hold Annual DAIP Garage Sale

WAYS AND MEANS SPECIAL

- DUTIES:**
- 1) **Plan** large money-raising event that all of DAIP can participate in.
 - 2) **You** will need to get the approval of Board and backing of the general membership prior to any DAIP obligation.
- COMMITTEE MEMBERS:** **You will need** at least three (3) members.
- BUDGET:** Project an amount you think will be your fundraising profit. Project any expenses you might have.
- CALENDAR:** **The event should be planned** for a time that best fits the occasion.

Example of Bowling Tournament held in August:

| | |
|----------|---|
| March . | Secure place of event and pricing |
| June . | Mail registration forms. Several hours are needed to compile a list for mailers. Place copy of registration form in upcoming Newsletter. Mail letters asking for sponsorship of event. |
| July . | Begin keeping records of incoming registrations. Contact sponsors you have not heard from. |
| August . | Set-up bowling teams from registrations. Make final calls to fill all teams and to fill all lanes. Do nametags and sponsor/bowler lane assignment handouts/programs. (Plan for 1 0-1 5 hours a week for the last 2-1/2 weeks leading up to the event) |

COMMUNICATION COMMITTEE

**MOVED & INCORPORATED WITH
CORRESPONDING SECRETARY**

**SUNSHINE COMMITTEE
MOVED AND INCORPORATED WITH
PRESIDENT-ELECT**

HOLIDAY PARTY COMMITTEE

DUTIES:

1. This committee is responsible for the DAIP Annual Holiday party held in December of each calendar year. The chair of this committee should coordinate with the Community Service Committee Chair on the planning of this party. The Committee should be formed and should meet within the first 30 days of the new DAIP term. The date of the event should be confirmed and verified if location of the event will take place other than the Royal Oaks Country Current dinner location. Advise the DAIP Board, Program Chairperson and the Catering Director of the Royal Oaks Country Current dinner location of schedule.

1. This committee is responsible for the DAIP Annual Holiday party held in December of each calendar year. The chair of this committee should coordinate with the Community Service Committee Chair on the planning of this party. The Committee should be formed and should meet within the first 30 days of the new DAIP term. The date of the event should be confirmed and verified if location of the event will take place other than Current dinner location. Advise the DAIP Board, Program Chairperson and the current dinner location of schedule.

2. The committee will be responsible for selection of the location of the event. Items to consider include proximity, parking, food services, total costs, date and budget. There should be no financial commitment made on behalf of DAIP without prior knowledge and approval by President and Treasurer. This should be submitted in writing. Financial arrangements should be made in advance for proper payment of the event.
3. The committee will need to plan the menu and arrange for any entertainment.
4. Committee is responsible for promoting the event in a timely manner. All information should be submitted to the President for approval before distribution to the membership. The Committee will need to work closely with

the Communications Chairperson and Treasurer.

5. Committee will need to send letters/emails for sponsorship of any items exceeding the committee budget.

COMMITTEE MEMBERS:

There should be no less than three (3) members

BUDGET

Budget to be determined by committee based on proposed event. Refer to prior event budgets as guideline.

HELPFUL HINTS ON PLANNING AN EVENT

The following are a few tips on event planning. They are intended only as a reference and not a requirement. Thank you.

Confirm Date: Verify if other events may affect attendance. Many holiday events are held on same evenings. Some members may be required by their employers to attend other events. Try to schedule with as few conflicts as possible.

Confirm Location: Location is very important. Many members will arrive directly from their office. Location should be convenient to the majority of the membership. Confirm that ample parking is available and if any charge will be required. Verify if a “room charge” will be added to the event charges.

Food Services: When obtaining quotes for meals it should include “+” “Plus Plus” is a frequently used item on food services. It refers to (first Plus) TAX (second Plus) GRATUITY. Not all services are Taxable but the average added Gratuity charge is 18 to **20%**. This is important not to overpay by adding to at the event or not confirming on the contract. These two items if not addressed can exceed budgeted funds. Also, most catering/restaurants can provide table decorations. If so, this can help reduce price per person. Choice of “plated dinners” (such as the Royal Oaks dinners) or “buffet” are the most popular choices. Verify if deposit will be required and confirm all request on contract **BEFORE** signing.

Special Items: If entertainment, decorations, gifts or other items are being

considered the costs should be included with all others not to exceed acceptable amount to be charged to attendees. A sponsor would ideal for any special items.

Promotion:

The most important item to consider for an event is the promotion of the event. If they don't know...they don't go! Work closely with the Communications Committee and Program Chairperson. Once the date and location is known it should be announced at every opportunity! From invitations to emails a successful event starts with enthusiasm!

INSTALLATION CHAIR

DUTIES:

- 1) In conjunction with the incoming President, set theme (including decorations) for program.
- 2) Invite someone to do INSTALLATION (usually highest ranking DAIP or FIWT member).
Installer should follow progressive order:
FIWT OFFICER
Board Member
Special Guest
- 3) Set menu with the Current dinner location and get costs for event.
- 4) In July and August set sign-up sheet for any members who want a formal invitation to go to their employer/manager on the dinner tables. Also set out insurance Professional of the Year and Insurance Sponsor of the Year nomination forms. Include all forms in the newsletter for at least two months prior to August Board meeting when decisions will be made.
- 5) **Send** invitations at least two weeks prior to the event and notify Program Chair with the number of dinner reservations (include any special guests and award recipients)

- 6) Hold committee meeting to determine Insurance Professional and Insurance Sponsor of the Year awards (usually at August Board meeting). Order the respective award plaques.
- 7) Set agenda for the evening and print the programs to set out on tables.
- 8) Arrange with location of installation for OPEN CASH BAR. (If wine is to be served with dinner, arrange for a sponsor)
- 9) Order any flowers as requested by the incoming President.

COMMITTEE MEMBERS:

You will need at least three (3) committee members.

BUDGET:

You will need to set your own budget. You can check with the amount budgeted for last year.

CALENDAR:

AUGUST: Order award for outgoing President, Insurance Professional of the Year and Sponsor of the year.

CONVENTION LIAISON

The duty of the convention liaison is to ensure that all members are aware of convention and mid-year dates, times and locations.

- DUTIES:**
1. Act as a central position for answering questions about functions of these two activities.
 2. Maintain a list of persons looking for a roommate or travel companion.
 3. Contact each new member to see if they are going to convention or mid-year.
 4. Assign an experienced member to each new member as a “buddy”
 - a. Each of these buddies should make sure the new member knows what is going on and where they should be. They should encourage the new member to attend all functions.
 - b. They should contact their new member each morning to see what they can help with and make sure the new member is comfortable with their surroundings and offer to accompany the new member to seminars or business sessions.
 - c. They should explain what is going on.
 - d. Be sure they have someone to sit with at meals.
 - e. Let them know what is going on at night.

The Convention Liaison will be in charge of following up after convention to see how it went and report to the association on any changes we might make to help make each conventioneer feel included.

GENERAL DUTIES OF DAIP OFFICER

In order to assume the duties of the President or any other office in their absence you must be aware of all of the duties, maybe not in detail, but in general overall responsibilities.

OBSERVATION would be the key to this. Not only would this aid in assuming the officer's duties but it is the duty of this office to CONTRIBUTE to the overall management of the affairs of the DAIP Association.

MANAGEMENT: You are part of the management of this association. This includes being familiar with the regular on going activities and/or projects, as well as create new goals and objectives. To contribute with your IDEAS your suggestions on whom should be chosen to take on the responsibility of a particular project. To GUIDE this person in the conduct, control and administration of each project. The success of this Association is due to the many projects we currently have, as well as new projects and new growth. The responsibility of these projects fall on the Board of Directors' shoulders subject to the ratification of the members. Ratification meaning to firm, validate, approve. Although there are many members with good ideas, suggestions, etc., it is the responsibility of the Board to develop these ideas, as well as create ideas. If each year the Board of Directors managed the current projects to the very fullest capacity, as well as created one new major objective or goal, our success would be secure.

It needs to be stressed that it is not the duty of the Board of Directors to take on the full responsibility of each Committee or to "Do All the Work". But instead to develop and delegate to a qualified member and then to guide or oversee. Keep in mind all of us have room for constructive criticisms or suggestions. None of us like fault-finding. For the first year in office, the best resources are the past officers. When pursued they give guidance in lieu of direct answers. The only things we are bound by are our by-laws and standing rules. If the by-laws do not address a particular subject (example: installation night, schedule of education classes or how to raise money for projects) then it is left to the committee chairmen, Board of Directors and membership's approval, in that order, to arrange, coordinate and make decisions.

It is your duty to preside at all meetings -unlike members. Be sure to notify the President when you cannot attend a general meeting, as well as a Board meeting, and see that someone gives your report for you. It is your responsibility to attend as many DAIP functions, i. e., Community Service events, garage sale, etc. as possible. You are the leadership of our organization and set the standards by which the membership will participate.