

JOB DESCRIPTION OF TENNESSEE ICES CLASS COORDINATOR

1. Contact demonstrator or teacher to obtain information about class offerings, to include price, minimum and maximum class size, travel arrangements, availability, and class supply list
2. Bring information to Executive Committee so they can make a decision about if and when they would like to offer each class.
3. Work with the demonstrator or teacher to schedule event
4. Prepare flyers and registration forms for class and send to State Rep, Tennessee Newsletter Editor, and Secretary (so it can be included in the TN Newsletter and the ICES Newsletter)
5. Print flyer and registration forms for distribution at preceding Day of Sharing (before the class(es))
6. Collect all registration forms and fees
7. Keep spread-sheet of all registration forms / fees / and supply fees for each class.
 - a. Send a copy of spread-sheet to Treasurer with monies on a regular basis
 - b. Send a finalized copy to the State Rep to be kept with her records
8. Coordinate with State Treasurer to get all class fees and income to her for deposit into bank account
9. Send follow-up notices for final balance due one week in advance of registration deadline.
10. Send supply list to all registrants as soon as it is received from the demonstrator or teacher.
11. Be the contact person for all questions regarding the class(es).
12. Provide the demonstrator or teacher with supplies that are needed on site.
13. Coordinate food and drink for class attendees.
14. Attend the class or be on site.
15. Arrange for set up and clean up assistance.

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JOB DESCRIPTION OF TENNESSEE ICES TREASURER

1. Prepare financial reports for Chapter per ICES guidelines
2. Submit financial reports to State Rep or review and signature in a timely manner; State Rep sends to ICES
3. Present financial reports to General Membership during meeting at each Day of Sharing, per format laid out by ICES
4. Report to General Membership whether or not we have stayed within the budgeted monies allowed annually.
5. Receives and accounts for all monies from the Secretary at each Day of Sharing
6. Writes checks for any expenses as soon as possible for each Day of Sharing, including meals, expense reimbursements, lodging, demonstrator fees, etc
7. Make reservations for meeting and lodging space two years in advance at the time payment is made for the current Day of Sharing expenses. There are times this may have to be done via a telephone call due to when the date falls.
8. Receives and accounts for all other Tennessee ICES income, including donations, classes, raffles, etc
9. Makes all deposits of Tennessee ICES funds into ICES approved bank account
10. Reconciles bank statements regularly
11. Issues reimbursements to State Rep for ICES Mid-year meeting, National Board Member for Mid-year meeting and Convention, and any Alternate for Mid-year meeting expense, per Tennessee guidelines
12. Keeps all Financial Records for a period of Seven (7) years, per ICES guidelines
13. Participates in Executive Board Meetings, discussions, emails, and votes as necessary.
14. Votes on an annual basis on the Tennessee Scholarship to be awarded when the information is sent by the State Rep.

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JOB DESCRIPTION OF TENNESSEE ICES SECRETARY (2 Pages)

1. Review new member list which is published bi-monthly by ICES. Compare it to the last published list.
 - a. Update Tennessee ICES on-line address book at tennices2003@yahoo.com
 - b. Move lapsed members to non-member list
 - c. Make changes to member information, as needed
 - d. Add new members to address book, send email note along with current TN ICES Newsletter to welcome them, or if no email – send a note along with hard copy of Newsletter.
2. Review member list every 4 to 6 months and send a note to those members who have lapsed
3. Annually revise ICES Board Member email addresses
 - a. Email those rotating off the Board and ask them if they want to continue to receive the TN ICES newsletter. If they do, move them to the “out of State” list. If not, delete them.
 - b. Make changes to Board Member information, as updated in the ICES Newsletter
4. Send notices of classes, events, and Days of Sharing
 - a. To the ICES Newsletter Editor, the deadline is the 25th of the month TWO months prior to publication
 - b. To other media such as local papers, on-line sites such as Cakes We Bake, American Cake Decorating, etc. NOTE: Cake Central only accepts notices for free events
5. Send notes to members who have experienced significant life events such as a death in the family, birth of a child, etc.
6. Accept registration forms for Days of Sharing
 - a. Note number of attendees and lodging requests
 - b. Note Early Bird Registration
 - c. Advise State Rep of number of attendees one week prior to the Day of Sharing so meals can be ordered.
 - d. Prepare sign-in sheets and Name Tags for each Day of Sharing.
 - e. Each First-Timer will have a sticker, or something to call attention to the fact that they are a First-Timer so others can visually make note and welcome them.

- f. Give original registration forms to State Rep, and retain a photocopy of each.
 - g. Give Spread-sheet with all information to State Treasurer before leaving (that will include all information and break-downs of monies collected)
7. Each Spring Day of Sharing have Voting Ballots prepared for offices that will be elected that day. These should be on colored paper so that they cannot be duplicated by non-members, and should be handed out at the time of registration. Only members in good standing for **3 (?)** months prior to the Day of Sharing are qualified to receive a voting ballot, per ICES instructions.
8. Take minutes of the Executive Board meetings and General Membership meetings.
 - a. Send minutes of Executive Board meetings to Board Members for review and inclusion in Rep Manual
 - b. Send minutes of General Membership meeting to Tennessee ICES Newsletter editor to be included in the next edition of newsletter.
 - c. Present minutes of prior General Membership meeting at the next Day of Sharing for approval.
9. At each Day of Sharing:
 - a. Collect monies at the door for on-site Day of Sharing registration
 - b. Collect all monies for raffles, tickets, logo items, and/or anything else being sold by the club and make note for what each amount is for on spreadsheet
 - c. Coordinate with Treasurer regarding membership renewals or new memberships.
 - d. Coordinate with Treasurer regarding all Day of Sharing income.
 - e. Will have an Early Bird Drawing Certificate ready to hand out to whoever wins the drawing. This certificate MUST be kept by the recipient and turned in with the NEXT Day of Sharing registration form to be taken advantage of.
10. Participate in Executive Board Meetings, discussions, emails, and votes as necessary.
11. Votes on an annual basis on the Tennessee Scholarship to be awarded when the information is sent by the State Rep.

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JOB DESCRIPTION OF TENNESSEE ALTERNATE REPS

1. Participate in Executive Board Meetings, discussions, emails and votes as necessary.
2. Votes on an annual basis on the Tennessee Scholarship to be awarded when the information is sent by the State Rep.
3. Promote ICES in your region of the State by hosting or being involved in organizing clubs or Play Days.
4. Be involved in each Day of Sharing by assisting the State Rep as needed. Be prepared for whatever assignment the State Rep delegates to you at the Day of Sharing, and at other times, as possible.
5. Be aware of all that goes on around you during the Day of Sharing, and help others where and when you can.

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JOB DESCRIPTION OF TENNESSEE ICES STATE REPRESENTATIVE (2 PAGES)

1. Attend ICES Mid-year meetings in preparation for ICES Conventions, or make arrangements with one of the acting Reps to attend in your place
2. Alternates may accompany Rep to ICES Mid-year meetings
3. Attend Reps Meetings at Conventions, or make arrangements for an acting Alternate to attend in your place
4. Participate in leading the organization forward on an International scale and act as a link between ICES and Tennessee ICES
5. Set times and dates for Executive Board Meetings
6. Set agenda and plan program for Days of Sharing. Provide guidelines for each Day of Sharing to Board Members and delegate items as possible prior to the Day of Sharing meeting begins.
7. Obtain head count for Day of Sharing from Secretary one week prior to meeting for meal planning.
8. Preside over General Membership meeting at Days of Sharing
 - a. Call for minutes from previous Day of Sharing and Treasurer's report, call for acceptance of each
 - b. Present Reps report from Mid-year meeting and Convention, and upcoming Tennessee events, follow-up from previous Tennessee events, announcements, old and new business – to include anything from the Executive Board that requires membership discussion or vote
9. Preside over elections, including nominations, verification of eligibility, proxies, and absentee ballots, and voting
10. Submit information to Tennessee ICES Newsletter editor regarding nominees, their bios and photos if available.
11. Submit information to Tennessee ICES Newsletter editor regarding election procedures, including letter from State Rep, proxies, and absentee ballots
12. Submit Hank Steinman Memorial Scholarship information to Tennessee ICES Newsletter editor or publication
13. Coordinate scholarship process. When applications are received in a timely manner, remove all names from scholarship applications and send information to the Executive Board for their vote. Prepare or delegate preparation of Scholarship Award Certificate for Day of Sharing.

14. Schedule demonstrations with Scholarship recipients
15. Submit any other necessary information to Tennessee ICES Newsletter editor for publication.
16. Notify Secretary of any significant life events of membership
17. Provide updates to webmaster
18. Forward membership list to Tennessee ICES Executive Board when received.
19. Plan and lead the program for Days of Sharing including activities, speakers, demonstrators, and agenda for the day – as also noted in #6 above. Delegate when possible.
20. Assign committees to assist with Days of Sharing and other responsibilities. Get Alternates assistance with this.
21. Submit occasional surveys to membership regarding interests.
22. Coordinate picking up keys for meeting and lodging space
23. Coordinate placement and pick up of directional signs for events
24. Coordinate maintaining and storing supplies, including kitchen supplies, cleaning supplies, paper products, etc
25. Make arrangement or delegate arrangement for TV rental for Days of Sharing
26. Maintain Reps Handbook, including updated minutes from Executive Board meetings, General Membership Meetings, Days of Sharing registration forms, Attendance Spreadsheet, and any other forms and information dictated by ICES or Tennessee proper protocol.
27. Make sure that ICES hand outs and applications are available at each Day of Sharing and any other event or opportunity.
28. Will either be responsible for purchasing or will delegate one person to purchase the miscellaneous supplies needed for each Day of Sharing.

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