

## **2.23. EDUCATIONAL ORGANIZATIONS LIAISON**

**2.23.1. TERM:** One year (appointed by the President)

**2.23.2. PURPOSE:** To promote and represent the organization of Kentucky School Media Association at other Kentucky association conferences throughout the state.

### **2.23.3. DUTIES:**

2.23.3.1. To identify the state conferences, workshops, and dates

2.23.3.2. To choose conferences and workshops

2.23.3.3. To write KASA for information on conference dates

2.23.3.4. To apply for space at exhibit display.

2.23.3.5. To plan exhibit display and order or acquire materials for handouts.

2.23.3.6. To set up booth at conference/workshop

2.23.3.7. To provide workers for all conference dates

2.23.3.8. To break down booth after conference

2.23.3.9. To report on the action of the conference to KSMA board

2.23.3.10. Chairperson is responsible for the storage of tabletop and materials between conferences.

### **2.23.4. EXPENSES:**

2.23.4.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

2.23.4.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.23.4.3. Any expenses incurred while in office must be submitted for payment within two weeks after the conclusion of the fall KLA/KSMA joint meeting. This will enable the treasurer to pay all bills and prepare the books for audit.

2.23.4.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.23.4.3.2. Invoices/receipts should be submitted as soon as possible.

2.23.4.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from the member's home, \$50.00 per night lodging expense is allowed.