

FOCUS Responsibilities

May 1999

<p><u>President</u></p> <ol style="list-style-type: none"> 1. Sends agenda in advance of primary representatives meetings. 2. Runs the meetings. 3. Keeps primary representatives list. 4. Sends thank you letters to guest speakers. 5. Prepares correspondence on behalf of FOCUS. 6. Serves as official representative of FOCUS. 	<p><u>Vice President</u></p> <ol style="list-style-type: none"> 1. Brings conference program worksheet to winter and summer meetings. 2. Coordinates guest speakers. 3. Orders plaque for outgoing president and presents it at Fall meeting. 4. Prepares description of Fall & Spring meeting sessions and sends to host school. 5. Performs duties of President in his/her absence. 	<p><u>Treasurer</u></p> <ol style="list-style-type: none"> 1. Keeps treasury. 2. Bills and collects annual dues each spring. 3. Prepares report for each meeting. 4. Settles open account with host school. 5. Pays meeting costs for summer and winter meetings.
<p><u>Host School</u></p> <ol style="list-style-type: none"> 1. Contracts with hotel and arranges conference logistics. 2. Sends registration form, conference program, and overview of sessions that includes CPE disclosure to all primary representatives. 3. Develops conference registration packet, including conference program, evaluation, and name tags. 4. Summarizes evaluations and distributes to primary representatives or brings to next meeting. 5. Provides accounting of meeting revenue and expenses to primary representatives. 		<p><u>CPE School</u></p> <ol style="list-style-type: none"> 1. Coordinates with host school to ensure two-part CPE form is included in conference registration packet. 2. Calculates CPE units earned by participants and notifies each.