

IA continued

- V. Conduct conferences and round tables when called upon. You will be asked to conduct one or more conferences at the conventions during your term. Some chairmen in this group are called into each convention to promote their work at this time.
- VI. Keep informed on National and State procedures (manual, National and State Bylaws) and all information that pertains to your chairmanship.
- VII. EXPENSE
- (a) Keep an itemized expense account. This will be called for before the end of our fiscal year. March 15.
 - (b) You will be allowed expense for:
 - 1-Postage
 - 2-Expense (transportation, hotel and meals) when called in to a convention and Board of Managers Meetings.
 - 3-When directed by the president to do a particular piece of work.