

## **Big Hat Guidelines of Responsibilities and Procedures**

The latest version of the Big Hat Constitution and By Laws shall always take precedence and govern procedures.

### **Chapter Big Hat President**

- term of office 6/1- 5/31 concurrent with AMBUC chapter offices
- promote involvement in club activities
- promote membership into Big Hat Club
- conduct chapter auctions
- conduct chapter Big Hat Business Meetings
- preside over election of successor
  - \*this usually should coincide with chapter officer elections
- conduct formal induction into Big Hat Club with presentation of hat to new Big Hatters
- maintain financial records
  - \*maintain chapter in good standing status by ensuring yearly National dues are paid on time
- support District, Regional, and National auctions
- serve as Sheriff at District and Regional Big Hat Auctions

### **District Big Hat President**

- term of office 6/1- 5/31 concurrent with AMBUC District Governor
- conduct District Auctions
- take all money raised to Regional/National Auctions and purchase items to be brought back to District Auction
- serve as Sheriff at regional Big Hat Auction
- promote club and District activities
- support Regional and National auctions

### **Regional Big Hat Director**

Prerequisite: - must have successfully served as chapter Big Hat President

- term of office one year starting at close of Summer Conference
- plan and conduct a Big Hat Auction at Fall Regional Convention:(follow National Auction model agenda)
  - \*conduct a Big Hat Business Meeting
    - membership vote determines distribution split of proceeds from auction between Scholarships and AmBility
    - preside over election of successor
  - \*present proceeds from auction to National officer in charge
  - \*prepare a brief report on auction and distribute to National Big Hat Officers including the amount raised, distribution split and to whom it was presented
- conduct auction at Spring Training
- Take all money left at the end of the year to the National Auction and purchase items to be brought back to regional auction
- serve on National Big Hat Board
- serve as a Sheriff at National auction
- conduct convention pin sales at Regional and National auctions – left over pins and money to be turned in at National auction
- maintain financial records

### **National Big Hat Secretary / Treasurer**

Prerequisite: - must have successfully served as a Regional Big Hat Director

- term of office one year starting upon election
- responsible for maintaining dual signature checking account and financial records
- collection of chapter dues
- collections and records of auction proceeds at National auction
- record / prepare minutes of National Big Hat Business Meeting
- prepare and present reports at National Conference Business Meeting

### **National Big Hat Vice-President**

- term of office one year starting with close of Summer Conference
- assist Secretary/Treasurer
- responsible for conducting National Big Hat auction
  - \*assist with collection and reports of auction proceeds

### **National Big Hat President**

- term of office one year starting at close of Summer Conference
- design and distribute convention pins
- write big Hat article for each issue of AMBUCS magazine
- national promotion of fun and growth
- plan National auction
- preside over National Big Hat Business Meeting
- attend AMBUCS Mid Winter and Summer Conference Board Meetings
  - \*prepare and present to AMBUCS Board a report on Big Hat Club
- write we-site articles
- present Big Hat check to AMBUCS National President at Summer Conference

### **Past National Big Hat President**

- serve on National Big Hat Board
- chair National Nominating Committee
  - \* certify eligibility of Secretary/Treasurer candidates