



Effective Date: September 9, 2022

Kansas Association of Mappers

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Revisions

Date	Change	Author
January-March 2021	Original Document	Amy Roust
September 2022	Removed references to conference planning firm; added guidance on conducting elections electronically	Amy Roust

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This *Standard Operating Procedures (SOP)* manual documents the routine operations of the Kansas Association of Mappers (KAM) to ensure the ease and efficiency of KAM business. Some of the information in this *SOP* may expand on Constitution and/or Bylaw directives. However, this related information is clarification of schedule and scope. This *SOP* must be modified to reflect any changes in the Constitution and/or Bylaws.

Authority

The KAM Executive Board and all related Committees shall conduct business as referenced in the Constitution, Bylaws, and this SOP. The Executive Board may modify the SOP at any time. The SOP shall be reviewed annually by the Executive Board.

Organization-Wide Master Calendar

January

Deadline	Task	Responsibility
1	New fiscal year	Treasurer (just FYI)
1	New Treasurer takes over	Treasurer
1	If a new Treasurer, file a Change of Resident Agent form with the Kansas Secretary of State	Treasurer
End of first week	Annual announcement of John Cowan Memorial Scholarship	Past President, Communications Committee
15	Treasurer submits Financial Annual Report to Executive Board for review and posting on website.	Treasurer
15	Treasurer prepares skeleton budgets to distribute to committee chairs.	Treasurer
End of month	Change passwords to all sites – Google, Wufoo, LinkedIn, Zoom, Bank of America	Communications Committee
End of month	Archive and delete entries in all Wufoo forms	Communications Committee
End of month	Merge previous year's Treasurer's Reports into one file and update links on the website.	Communications Committee
End of month	Merge previous year's Board Meeting Minutes into one file and update links on the website.	Communications Committee
End of month	Archive documents on KAM's external storage drive.	Secretary, History Committee
End of month	Review all KAM fees (membership, designations, conference)	Executive Board
End of month	Update the website template page footers to reflect the new year	Communications Committee
End of month	Check post office box	PO Box designee

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End of month	Make sure that someone on the Designations Committee has privileges on the website to update points	Communications Committee, Designations Committee
End of month	Remind current designees how many points they need and how much time is remaining to maintain their designation(s)	Designations Committee
End of month	Reset all the points on the website at the end of each 5-year cycle; remove designations from people who have not maintained enough points.	Designations Committee
End of month	Survey the membership for their professional development class interests	Education Committee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee
End of month	Ensure that all committees have chairs and adequate member representation. Recruit additional support as appropriate.	President

February

Deadline	Task	Responsibility
1	Bank accounts must be transferred to new Treasurer and President	President, Treasurer
1	Ensure that the website accounts (Wufoo and Wild Apricot) are updated with the new credit card numbers	Treasurer
15	Send out a call for Spring newsletter submissions.	Communications Committee
End of month	Check post office box	PO Box designee
End of month	Select professional development classes to offer for the spring and summer, recruit instructors, schedule dates	Education Committee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee
End of month	Update Wufoo form email notification settings according to new committee assignments	Communications Committee
End of month	Confirm that all committee members and chairs are KAM members in good standing (membership has not lapsed)	Treasurer, Membership Committee Chair

March

Deadline	Task	Responsibility
1	Treasurer presents proposed budget to Executive Board	Treasurer
15	Provide the professional development class dates/topics for inclusion in the spring newsletter.	Education Committee

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15	Spring newsletter release	Communications Committee
15	Committee chairs must have submitted proposed budgets	All Committees
End of month	Review website to ensure everything is up to date	Executive Board, Communications Committee
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee
End of month	Executive Board approves budget	Executive Board

April

Deadline	Task	Responsibility
15	Deadline for John Cowan Memorial Scholarship applications	Past President, Executive Board
End of month	Board review John Cowan Memorial Scholarship applicants	Past President, Executive Board
End of month	Select John Cowan Memorial Scholarship awardee	Past President, Executive Board
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

May

Deadline	Task	Responsibility
15	Treasurer must file federal tax return (990-N)	Treasurer
15	Send out a call for Summer newsletter submissions.	Communications Committee
15	Earliest opportunity to submit a request for a GIS Day proclamation request to the governor (best to submit early if the board wants to do an in-person signing) https://governor.kansas.gov/serving-kansans/constituent_services/proclamation-guidelines/	President-Elect
End of month	Tour Annual Meeting (Conference) facility	Executive Board
End of month	Open Executive Board and Annual Award nominations	Awards and Nominations Committee, Communications Committee
End of month	Select conference site for following year	President Elect

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End of month	Reset the open/close dates for next year's John Cowan Memorial Scholarship Wufoo form	Past President, Communications Committee
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

June

Deadline	Task	Responsibility
1	Treasurer files annual report with Kansas Secretary of State	Treasurer
15	Summer newsletter release	Communications Committee
End of month	Open the Call for Presentations, Call for Exhibitors, and Call for Map Gallery submission forms on website; send out emails to appropriate contacts.	Program Committee, Communications Committee
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

July

Deadline	Task	Responsibility
End of month	Annual review of SOP	Executive Board, All Committees
End of month	Inventory KAM booth and swag	Executive Board
End of month	Open conference attendee registration on website	Program Committee, Communications Committee
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

August

Deadline	Task	Responsibility
1	Treasurer pays KAM insurance premium	Treasurer
15	Close Annual Meeting (Conference) Awards	Program Committee, Communications Committee

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15	Send out a call for Fall newsletter submissions	Communications Committee
31	Order Awards	Awards and Nominations Committee
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

September

Deadline	Task	Responsibility
15	Fall Newsletter release	Communications Committee
End of month	Post conference general schedule, session descriptions/presenters, keynote information, and short course information to website.	Program Committee, Communications Committee
End of month	Check post office box	PO Box designee
End of month	Verify and update all designation points submitted online (can be done throughout the year)	Designations Committee
End of month	Order Designee Gifts	Designations Committee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

October

Deadline	Task	Responsibility
15	Deadline to submit a request to the governor to issue GIS Day proclamation for the year https://governor.kansas.gov/serving-kansans/constituent_services/proclamation-guidelines	President-Elect
Annual Conference	Close Annual Meeting (Conference) registration	Communications Committee
Annual Conference	Arrange for designation testing, including proctors and graders.	Designations Committee
Annual Conference	Educate the membership on the available designations and remind current designees to fulfill their point requirements	Designations Committee
Annual Conference	Provide pins, certificates, and gifts to new designees after they pass the exam	Designations Committee
Annual Conference	Acknowledge all designees with a small gift at conference when possible	Designations Committee

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End of month	New Executive Board Elected	Awards and Nominations Committee, President Elect, President
End of month	Gather new Executive Board contact information and share with new Executive Board	Secretary
End of month	Post conference: add award winners and update the board and committee information on the website; update website permissions for board members.	Communications Committee
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

November

Deadline	Task	Responsibility
15	Send out a call for Winter newsletter submissions.	Communications Committee
End of month	Change passwords at the discretion of the Executive Board (otherwise, this should be done in January)	Executive Board, Communications Committee
End of month	Renew website domain	Treasurer
End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

December

Deadline	Task	Responsibility
1	Treasurer checks on registration of KAM logo service marks	Treasurer
1	Treasurer presents conference financial report to Executive Board	Treasurer
15	Finalize Annual Meeting (Conference) management firm contract	Executive Board
15	Winter newsletter release	Communications Committee
End of month	Review results of conference survey	Executive Board
End of month	Renew KAM post office box (located at Jayhawk Station USPS in Lawrence)	Treasurer
End of month	Upcoming calendar year's membership and designations dues are due	All members
End of month	End of fiscal year	Treasurer (FYI)

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End of month	Check post office box	PO Box designee
End of month	Post the approved minutes and treasurer's report from the current month's board meeting	Secretary, Treasurer, Communications Committee

Organization Policies and Procedures

Bank Accounts

- KAM bank account is held by Bank of America.
- All banking accounts shall be transferred to the new Treasurer and current President by February 1 the year following a newly elected Treasurer. Treasurer's duties are not transferred until January 1 of the year following the election.

Budget

- The KAM fiscal year shall be January 1 – December 31.
- The KAM Treasurer will have a Financial Annual Report to the Executive Board by January 15 of each year.
- The KAM Treasurer will have a budget skeleton and previous year's fiscal report to the Committees by January 15.
- All KAM Committees will have their budgets to the Treasurer by February 15 of each year.
- The Treasurer will present a proposed budget to the Executive Committee by March 1 of each year.
- The Executive Board will discuss and approve budget proposals at the closest meeting after March 1.

Registration

Logos

- The logos of KAM (KAM Star, KM, PKM and KGISD) should be registered with the Kansas Secretary of State's Office as "service marks."
- The Treasurer should ensure these logos are registered in December of each calendar year.
- Service Mark Numbers:
 - KAM Star: 14065 was replaced with 19289 renews 08/21/22
 - KGISD: 17955 was replaced with 19287 renews 08/21/22
 - KM: 17956 was replaced with 19288 renews 08/21/22
 - PKM: 17957 was replaced with 19290 renews 08/21/22
- To view KAM's status:
 - Status: http://www.kssos.org/business/trademark/trademark_search.aspx
 - Form to renew service marks: http://www.kssos.org/forms/business_services/TSR.pdf

Annual Business Report

- The Treasurer must file an annual report with the Kansas Secretary of State in June of each year.
- KAM's Kansas Business ID is: 0999516
- To view KAM's status and file online with Kansas:
 - Status: <https://www.kansas.gov/bess/flow/main?execution=e1s3>

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- File online: <https://www.kansas.gov/annual-reports/index.do>

Resident Agent

- The Treasurer will serve as the Resident Agent for KAM.
- 2. The Treasurer will complete this form by January of the year following the year of election. For example, Treasurer elected in September 2011, the form must be completed by January 2012.
- The address used must be in Kansas.
- With the election of a new Treasurer, the new Treasurer must file a Change of Registered Office with the Kansas Secretary of State.
- To view KAM's status and file:
 - Status: <https://www.accesskansas.org/bess/flow/main?execution=e1s6>
 - File: http://www.kssos.org/forms/business_services/NRO.pdf

Taxes

- A federal tax return must be filed on behalf of KAM by May 15 of each calendar year.
- KAM's FEIN is: 48-1053940
- The Treasurer must file a 990-N (e-Postcard)
 - <https://epostcard.form990.org/frmAdminLoginActivate.asp?A=B487710y962271tEy>
 - KAM already has an account set up. For that information, contact the current Treasurer.

E-mail and Website

- The official KAM e-mail shall be: KAMappers@gmail.com
- The official KAM website domain shall be: <https://www.kansasmappers.org>

KAM "Swag" Vendors

- Every effort shall be made to solicit bids to obtain the best quality KAM-logo'd publications, supplies, prize giveaways, and other similar paraphernalia, and at the best competitive prices.

Vendor Accounts List

- A listing of all current/past vendors for KAM materials and "swag" shall be compiled and made available to Executive Board Members. Information for usernames and logins shall be part of this list and maintained throughout the year as new vendors are added.

Description and Duties of Executive Board

In addition to duties and procedures governed by the KAM Constitution and Bylaws, the Executive Board shall perform the duties outlined below.

President

- See Constitution Article V.1
- Shall schedule meetings.
- Shall be the signatory for contracts.
- Inventory and store KAM property.
- Answer email correspondence or disseminate to appropriate members for reply.

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- Appoint a current KAM Board member to receive and process mail to current KAM P.O. Box.
- Maintain passwords for Facebook, Twitter, LinkedIn, Gmail, Bank of America, and Wufoo, and distribute to those who need them.
- At the Annual Meeting (Conference):
 - Open “nominations from the floor” for Executive Board.
 - Assist with counting the votes for the Executive Board.
 - Announce the next Executive Board.
 - Swear in the new Executive Board.
- Shall solicit bids for conference management in the fall of each year for the annual Conference.
- Inventory and store KAM property.

President-Elect

- See *Constitution Article V.2*
- Shall research and select a location for the annual conference that will be 2 years from the year the current President-Elect was elected. For example, if elected in 2010, they would select a location for the 2012 conference.
- Conference location shall be selected in the second quarter of the year.
- At the Annual Conference:
 - Assist with counting the votes for the Executive Board.
- Monitor the Gmail account for incoming emails and respond/forward as necessary.
- Proofread quarterly newsletter and provide feedback to Communications Committee.

Past-President

- See *Constitution Article V.6*
- Should serve on at least one committee.
- John Cowan Memorial Scholarship
 - Coordinate annual announcement for scholarship applications
 - Review applications annually
 - Contact winning recipient and request check from Treasurer
- Proofread quarterly newsletter and provide feedback to Communications Committee.

Secretary

- See *Constitution Article V.3*
- Shall distribute the meeting minutes to be approved to the KAM Board no less than 2 days prior to the next meeting.
- Shall forward a copy of the approved meeting Minutes to the KAM Historian and the KAM Web Administrator.
- Shall call for meeting agenda items no less than 1 week prior to the next meeting.
- Shall create a meeting agenda and distribute it to the KAM Board no less than 2 days prior to the next meeting.
- Shall ensure all tabled agenda items are transferred to the next meeting’s agenda.

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Treasurer

- See *Constitution Article V.4*
- Shall ensure that KAM maintains proper insurance by paying the premium in August of every year.
- Shall ensure KAM logos are registered as service marks with the State of Kansas.
 - See Item 2.C.i
- Shall file an annual report with the Kansas Secretary of State.
 - See Item 2.C.ii
- Shall, if necessary, file a Change of Registered Agent form with the Kansas Secretary of State.
 - See Item 2.C.iii
- Shall file an annual federal 990-N tax form.
 - See Item 2.D
- Shall submit a Financial Annual Report to the KAM Board by January 15 of each year.
- Prepare and distribute an annual budget skeleton for the KAM Board and other Committees by January 15 of each year.
- Shall gather committee budgets and present them to the Executive Board by March 1 of each year.
- Shall present the Executive Board with a Financial Conference Report by Dec 1 of each year.
- Shall monitor all deposits.
- Upon Board's request, prepare John Cowan Memorial Scholarship check.
- Deposit payments into the KAM account for association business including but not limited to membership, designations, classes/workshops, advertising, etc.
- Track monthly summary of deposits to include member name, organization amount, date deposited, and any outstanding balances.
- Work with Membership Committee, Designation Committee, and Web Administrator to track and secure outstanding balances.
- Invoice and follow up with invoices for new membership, membership renewals, and designations via online system.
- Work with Publication Committee to invoice and follow up with invoices for advertisers.
- Assist with registration for conferences and trade shows on behalf of KAM.
- Work with Program Committee to collect and track exhibit/sponsorship monies.
- Work with Program Committee to email invoices and receipts to exhibitors
- Work with Education Committee to invoice and follow up on payments for classes/workshops.
- Track all monies and deposits for classes/workshops.
- Regularly review outstanding balances with Committees.
- Renew official KAM PO Box by December 31 of every year.
- Provide copy of monthly treasurer's report to Publication Committee for inclusion in the newsletter.
- Provide copy of monthly treasurer's report to website administrator for posting on website.

Director

- See *Constitution Article V.5*
- Should serve on at least one committee.
- John Cowan Memorial Scholarship
 - Review applications annually
- Proofread quarterly newsletter and provide feedback to Communication Committee.



Responsibilities of Standing Committees

In addition to the duties and procedures governed by the KAM Constitution and Bylaws, the KAM Committees shall perform the duties outlined below.

All Committee Chairs

- Committee Chairs must submit pertinent information to the Secretary and Historian for official record.
- Must submit budgets for approval by February 15 of each calendar year to the Treasurer.

All Committee Members

- All Committee members must be KAM members in good standing, defined as having an Active membership (not Lapsed). The Treasurer and Membership Committee Chair should confirm with the Communications Committee that the committee members have been assigned in Wild Apricot before running the report to confirm.

Awards and Nominations

- **Description:** This committee solicits nominations annually for both the Executive Board and KAM awards and is responsible for the board election and selecting the annual KAM award winners.
- Duties
 - Solicit all nominations.
 - Call for nominations on KAM Website and work with the Web Administrator to send an email out to membership, in May of each year.
 - Advertise in the KAM Newsletter.
 - Review award nominations and vote on award winners before conference.
 - Order awards – by August 31 of each year
 - Present awards at annual conference.
 - Prepare election ballots for Executive Board nominations at conference.
 - Assist the President and President-Elect in counting votes at the annual conference.
 - Write congratulatory article for all award winners for the KAM newsletter.
 - Notify the KAM Historian and Web Administrator of the award winners.
- Awards
 - **George Donatello Lifetime Achievement Award.** This award will recognize a member (or retired member) who has made significant contributions to KAM and to the mapping community over a period of fifteen or more years. Examples of their contributions could include active service on the executive board and/or KAM committees together with making presentations, recruiting new members, writing articles for the newsletter or other KAM/mapping publications, and working to promote the mission/objectives of the Association.
 - **Outstanding Mapping Project.** This award will be presented to an agency that had a unique mapping project or has made the greatest progress toward improving their mapping programs during the past year. This may have been through automation of these programs or developing / improving techniques for managing land information or expanding the programs to include multiple users. The agency (public or private) must be a KAM member or have employees who



- are members.
- **Prestigious Cartographer / GIS Professional.** This award will be presented to a member who has distinguished themselves through their cartographic body of work, either during the past year or throughout their career. This could include production of high-quality maps exceeding specifications; usefulness of information contained within the maps; stimulating or innovative cartographic practices within their own jurisdiction.
- **Most Valuable Member.** This award will be presented to the KAM member who has made the most significant contributions to the Association during the past year. This may have been by increasing the membership, active participation as an elected officer or committee member, promotion of the Association through conferences and articles, or in other measurable ways advancing the mission and objectives of the Association.
- **Determining Winners**
 - If the Awards Committee is less than 3 people, then the Executive Board shall also be included in voting for the winner.
- **Nominations**
 - The Awards and Nominations Committee or designee shall conduct the election by creating an electronic ballot or, if necessary, paper ballot with all nominees, including nominations from the floor at the annual conference.
 - The Committee Chair or designee will obtain a biography from all candidates nominated from the floor at the annual conference and notify KAM members of the additional candidate(s), including the biography, by email as soon as possible on the day of nomination.
 - Candidates nominated from the floor will be added to the voting ballot immediately following the email notification.
 - Nominations from the floor will be accepted only if the nominee is present at the conference.
 - Voting will begin after the opening session at the annual conference and will be available during the voting period.
 - Voting will conclude at 4:30 p.m. the day prior to the closing business meeting.
 - Voting, in all forms, will conclude on the same schedule.
 - Votes will be tabulated electronically or hand-counted if paper ballots are required.
 - The President shall then announce the results to the membership during the closing business meeting.
 - Official election results will be posted on the KAM website.
 - No votes by proxy will be permitted.

Communications

- **Description:** This Committee manages the KAM website, the Gmail account, the KAM presence on LinkedIn, and publishes the quarterly newsletter, *Metes and Bounds*.
- **Website maintenance**
 - Post the monthly approved KAM Executive Board Minutes and Treasurer's Reports.
 - Work with the Membership Committee and the Executive Board to maintain the online membership database.
 - Monitor Gmail for emails, Wufoo for forms filled out on the web, and the website in general for new members and event registrations.
 - Ensure all items related to the Annual Meeting (Conference) are online, including but not limited to:
 - Exhibitor registration

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- Attendee registration (integrated with online membership database)
- Map Gallery submissions
- Call for Award Nominations
- Call for Executive Board nominations
- Registered exhibitors
- General schedule
- Schedule of sessions
- Keynote information
- Short Course Information
- Maintain the Domain Name Server (DNS) for the KAM website through godaddy.com in November of each year. (Work with the Treasurer to ensure renewal payment is made, then send updated server certificate to Wild Apricot for installation.)
- Review the website regularly to ensure all information is up to date.
- Maintain online registration for KAM-sponsored educational courses.
- Manage online payment setup in Wild Apricot.
- Work with Membership and Program Committee to provide Conference Management Firm an Excel spreadsheet of names and organizations for Annual Conference registration.
- Provide Conference Management Firm a list of registrants for conference that need to be marked as unpaid.
- Post and/or e-mail correspondence approved by the board, including but not limited to job announcements, retirements, educational announcements, and the John Cowan Memorial Scholarship.
- Assist the Secretary with the organization and maintenance of the Google Drive with all historical files.
- Change the passwords in January of each year.
- Post items on LinkedIn as deemed necessary.
- Ensure all Committee lists and contact information are current and accurate.
- *Metes and Bounds* Newsletter
 - KAM distributes 4 newsletters per calendar year: Spring, Summer, Fall and Winter. Target release dates are (Winter) Dec 15, (Spring) Mar 15, (Summer) Jun 15, and (Fall) Sep 15
 - Call for articles email to be sent 1 month before target release date; article submission deadline is 2 weeks before release date.
 - Write articles or solicit authors.
 - Solicit advertising – submission deadline 2 weeks before release date.
 - Design newsletter.
 - Review newsletter – 1 week prior to release, proofread by sending a copy to the Communications Chair, any advertisers, and the KAM Executive Board.
 - Publish newsletter.
 - Ensure all Committee lists and contact information are current and accurate.

Designations

- **Description:** This committee maintains the KAM designations program, including the KM, PKM and KGISD designation tests and database, as well as annual recognition of designation holders.

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- Duties
 - Maintain Designation database along with digital document storage.
 - Track continuing education points for designees and send reminders on number of points collected, and reminders of approaching renewal dates.
 - Tracking of designations, points, and renewal date is to be done on the website. A report can be generated with the appropriate information.
 - Receive designee application and supporting documentation through online form or PO Box.
 - Confirm that applicant:
 - Is current membership in good standing, and
 - Has sent appropriate application fee
 - Review applicant to determine if appropriate requirements have been met and sign off on application.
 - Write Applicant letters:
 - If approved:
 - determine qualified proctor and exam location and time and send out appropriate Candidacy Approval Letter
 - Determine date/location of test.
 - If not approved, determine missing requirements and/or documentation and send out appropriate Candidacy Additional Requirements Letter.
 - Exam:
 - Remind proctor and designee one week prior to exam of location and time.
 - Arrange for the appropriate exam to be delivered to the proctor with instructions on how to administer the exam and the appropriate grading procedures.
 - Grade exam by two appropriate individuals.
 - Archive graded exam in designee's file.
 - Maintain copies of Designation exams
 - Email testing notices
 - Notify designee orally of the outcome of their exam and send the appropriate response letter as follow-up
 - If designee passed:
 - Prepare and mail the appropriate certificate to designee.
 - Designation Chair will present the appropriate pin and new designee gift at the annual KAM Conference.
 - Make changes to the Designation Tests as necessary.
 - Maintain Designation Certificates
 - Prepare news releases for KAM designees
 - Prepare/Order Designation awards
 - Contact members who are not current with Designation maintenance fees and try to secure dues and fees
- Conference
 - Work with Program Committee and Conference Management Firm to create continuing education tracking sheets for conference.

Education

- **Description:** This committee coordinates educational classes and workshops to be sponsored by KAM.



- Duties
 - Keep abreast of issues related to Kansas mapping and GIS.
 - Suggest courses for KAM to sponsor to the Executive Board.
 - Determine dates and locations of any courses.
 - Find instructors to teach courses.
 - Coordinate with instructors on attendee count, rosters, questions, etc.
 - Coordinate with Web Administrator to maintain database of registered attendees.
 - Work with Treasurer to invoice and follow up on payments for classes and workshops.
 - Email confirmation of receipt of registration and coordinate with Treasurer for invoices.
 - Arrange snacks/beverages for courses.
 - Submit a final report to the Executive Board on the outcomes of the course, including a final roster and balance due notices.

History

- **Description:** This committee archives all historical records related to KAM.
- Duties
 - Take pictures at KAM events.
 - Store pictures in appropriately safe place.
 - Keep historical record of minutes, bylaws, Constitution, and any other relevant documents.
 - Display pictures and/or documents at the annual conference.
 - Explore new methods of recording KAM history.
 - Upload Photos to the KAM Photos member page.

Legislative

- **Description:** This committee researches and informs the membership about state and national legislative issues that may affect Kansas GIS or KAM members.
- Duties
 - Monitor state and federal legislation that may apply to cadastral mapping, cartography, or GIS.
 - Monitor the creation and publication of standards relating to cadastral mapping, cartography, or GIS.
 - Alert KAM members to opportunities to participate in standards discussions.
 - Alert KAM members to legislation that may impact cadastral mapping, cartography, or GIS to allow them the opportunity to express their professional opinions to their legislators.
 - Assist the KAM Board and KAM members in finding previous legislation and/or standards relevant to their concerns.
 - When appropriate and approved by the Board, represent KAM to legislators, standards-producing organizations, and the Kansas GIS Policy Board.

Membership

- **Description:** This committee is responsible for recruiting new members, groups, and organizations that would benefit from KAM membership.
- Duties
 - Communicate a professional KAM message to all areas when possible.
 - Promote KAM to disciplines areas that may not be aware of KAM.



- Promote KAM by attending conferences, educational programs, and promotional opportunities for GIS or related professional fields.
- Work with Web Administrator to update and maintain membership online database and on the KAM website.
- Send out new member welcome letters.
- Prepare new member certificates.
- Contact members that are not current with membership dues and try to secure future membership in the association.
- Ensure that the KAM booth is in good condition and maintain an inventory of KAM materials given away at the booth – in July of every year, and at any other time if needed.
- Research pricing for KAM “swag” and other handouts and recommend purchases to the Executive Board when supplies are low.

Program

- **Description:** This Committee is by far the most active committee. It is responsible for planning the Annual Conference. This Committee works closely with the Conference Management Firm to ensure a successful and well attended event.
- Chair
 - Assist the president-elect as they select a conference location for the following year.
 - Set meeting schedule, agendas, and location for committee.
 - Solicit a volunteer for Secretary to record meeting minutes.
 - Review previous conference survey results.
 - Work with committee to pick a conference theme and logo.
 - Work with Conference Management Firm to review hotel contract and obligations.
 - Create budget spreadsheet.
 - Provide regular status updates to Board.
 - Advertise conference with “Save the Date” and articles in Metes & Bounds newsletter and on the website, working with the publication committee and web admin.
 - Solicit member gift ideas.
 - Determine if there will be a Grand prize or any prizes and when those are raffled off.
 - Work with Conference Management Firm on assembly and printing of conference program, work with all committees to assemble content.
 - Order guest speaker gifts, if applicable.
- This Committee can be broken up into additional subcommittees.
 - Keynote Committee
 - Select and book keynote speaker.
 - Coordinate with speaker to make travel arrangements.
 - Service as liaison between speaker and rest of the Program Committee.
 - Education Sessions Committee
 - Determine schedule for sessions.
 - Determine and assign meeting rooms.
 - Determine appropriate topics for sessions.
 - Solicit presentations and speakers for both regular sessions and workshops.
 - Obtain speakers bio and session descriptions for program.



- Work with conference hotel to determine daily room schedules and layout.
- Work with web admin to get specific details and times for workshops and sessions listed on website.
- Determine moderators for all sessions.
 - Send out reminder emails to speakers with session date(s) and time(s).
 - Send out reminder email to all workshop registrants including workshop title, location, and time along with any materials they need to bring.
- Exhibitor/Sponsorship Committee
 - Review previous year's conference Exhibitor/Sponsorship levels with Board.
 - Solicit exhibitors to exhibit and/or sponsor at the annual conference.
 - Promote conference sponsorships and solicit door prizes for vendor night.
 - Maintain list of exhibitors and notify web admin so that they can be tracked on the website and fees recorded.
 - Work with Treasurer to collect and track exhibit/sponsorship monies via the website.
 - Construct email confirmation letters to paid exhibitors and send to web admin to send out.
 - Work with conference hotel to determine layout of Exhibit Hall.
 - Arrive before exhibitor set up to ensure room is set up correctly and place vendor signs on each table.
- Map Gallery
 - Solicit participants for the Map Gallery.
 - Develop ballots for the Map Gallery.
 - Count ballots for the Map Gallery.
 - Acquire prizes, if desired, for the Map Gallery.
 - Present winners at the conclusion of the Annual Conference.
- Entertainment/Social
 - Solicit entertainment ideas.
 - Contact and secure entertainment contracts as needed.
- Monitor and review online attendee registration with help from the Communications Committee.
- Work with the Communications Committee to maintain a current conference database of registrants.
- Work with the Communications Committee to provide the Conference Management Firm an Excel spreadsheet of names and organizations for Annual Conference registration.
- Work with the Communications Committee to provide the Conference Management Firm a list of registrants for conference that need to be marked as unpaid.
- Assign KAM representatives to be responsible for conference registration and to be available during all registration times.