

ICES REPRESENTATIVES GUIDELINES & RESPONSIBILITIES

- I. Promote ICES and the “art of cake decorating” at a state and local level.
 - A. Recruit new ICES Members.
 1. Distribute ICES Brochures through cake shops, confectionery associations, cake shows and local organizations.
 2. Strive to obtain media publicity for ICES and cake decorating via newspapers, radio, television, etc.
 - B. Organize and conduct regular state/area/province/country meetings.
 1. Encourage all ICES members and prospective ICES members to attend and participate in state/area/province/country meetings. This keeps members interested and excited about ICES
 2. Any Representative of a state/area/province/country, who is not associated with a Chapter, must hold at least two (2) business meetings and communicate with their members twice a year.
 3. Chapter Representatives will hold business meetings and Days of Sharing per their Chapter Bylaws.
 4. Inform state/area/province/country members of ICES’ goals and future plans of the organization.
 - C. ICES Logo usage by the Representative.
 1. The ICES Logo is comprised of cake with interlocking letters.
 2. The ICES Logo may be used for Representative correspondence with membership.
 3. The ICES Logo may be incorporated into state/area/province/country Logo as follows:
 - a) The ICES Logo must be used in entirety.
 - b) Nothing else may touch or overlay the ICES Logo.
 - c) All Chapter logos that incorporated the ICES Logo must be approved by the Board of Directors.
 - d) The Representative must submit a drawing of the logo to the Logo Committee Chairman of the Board of Directors.
- II. Attend Annual ICES Convention Representatives’ Breakfast Meeting and ICES Midyear Representatives’ Meeting.
 - A. Gather membership concerns prior to meetings.
 - B. Present members’ concerns at meetings.
 - C. Take an active part in all meetings.
 - D. Report results of all meetings to state/area/province/country membership.
 - E. If unable to attend, appoint an Acting Representative to substitute and/or send state/area/province/country report to Board of Directors. (Selection of Acting Representative must be made as follows:)
 1. 1st Choice: Designate a current alternate to represent state/area/province/country.
 2. 2nd Choice: Designate a state/area/province/country member who will attend meeting.
 3. 3rd Choice: Designate a member from another state with Representative Liaison approval.
 - F. Inform members that there is no selling of products at Midyear meetings.

- G. Represent state/area/province/country at Representatives Breakfast Meeting at Convention or appoint an Acting Representative.
 - 1. Representative or Acting Representative Breakfast is complimentary.
 - 2. The Representative or Acting Representative must pre-register for the Representatives Breakfast in order to be admitted to the breakfast. (#62-03/04)
 - 3. Representatives or Acting Representatives may attend the meeting following the breakfast. (#62-03/04)
 - 4. Alternates may purchase tickets and attend.
 - 5. If Representative or Acting Representative cannot attend after making reservations, cancellations must be given to Show Committee in writing at least 24 hours prior to the Breakfast Meeting, or state/area/province/country allotment will be charged for meal.

III. Attend and participate in Annual Show and Convention.

- A. Encourage members to attend Annual Show and Convention.
- B. Help members to organize transportation to Annual Show and Convention.
 - 1. Arrange for a chartered bus.
 - 2. Organize a car caravan.
 - 3. Inform members of special airfares.
- C. Encourage members to pre-register and provide a display for the state/area/province/country table.
- D. Encourage membership to participate in demonstrations and workshops.
- E. Attend and encourage membership to attend the General Membership Meeting and all other ICES functions.
- F. Volunteer to work in ICES Information and Membership Booth and/or with Manpower during show, and encourage members attending to volunteer as well.
- G. Schedule and conduct state/area/province/country meeting at the Annual Show and Convention before the General Membership Meeting.
- H. Seek out your state/area/province/country members at Convention and introduce yourself as the Representative.

IV. Encourage members to apply for ICES Scholarships.

- A. Inform members of availability of scholarships.
- B. Be familiar with proper application procedures, and have application forms available.

V. Increase Communications.

- A. Communicate with your ICES Members. (Some reimbursement is available through ICES Treasurer for postage and printing – and Internet website fees).
 - 1. Be aware of and communicate to your members all of the many advantages that ICES offers its members.
 - a) Equal representation for ALL members.

- (1) Members can vote for all officers and members of the Board of Directors at the General Membership Meeting by ballot, Absentee Ballot, or Proxy vote.
 - (2) Members have the right to nominate fellow members to the Board of Directors and Board Members to offices.
 - (3) Members can be elected to the Board of Directors.
 - (4) Members serving on the Board of Directors can be officers.
 - (5) Members have equal voice at all ICES meetings, both local and annual.
 - (6) All members may have input into the ICES newsletter.
- b) Access to a multitude of information on cake decorating.
- (1) Via newsletters, both ICES and local.
 - (2) Demonstrations and workshops through ICES Annual Show and Convention and local meetings.
 - (3) ICES publications.
- c) Miscellaneous other advantages.
- (1) Scholarships
 - (2) Hall of Fame
 - (3) Annual Show and Convention
 - (4) State/area/province/country meetings, demonstrations, and cake shows
 - (5) Exchange of ideas
 - (6) New friends around the world.
2. Those states with ten (10) or less members and no Representative shall be covered under the communication duties of the nearest neighboring State Representative, as appointed by the Representative Liaison. If you are appointed to this responsibility, be sure to include these neighboring members in all communications.
 3. ICES policy states that the membership list given to Representatives is for their use in contacting the membership and will not be copied or distributed without the memberships permission (except copies may be given to alternates).
- B. Communicate with Board of Directors.
1. Attend Midyear and Annual Meetings and submit concerns of your members.
 2. Know and be in contact with your Board of Directors.
 3. Communicate with your designated state/area/province/country Board Liaison.
- C. Maintain the Representatives Handbook.
1. Maintain handbook and use as a reference for duties.
 2. Keep handbook up-to-date with latest revisions from Representative Liaison through the ICES Reps website (www.icesreps.com) Make sure revision pages are printed and immediately replaced in handbook.

VI. Be active in all ICES elections.

- A. Coordinate and conduct elections or appointments of state/area/province/country officers (Representative, Alternates, Secretary and Treasurer).

- B. Be active in nominations for Board of Directors and officers. Encourage all members to participate in nominations.
- C. Strive to have a member from your state/area/province/country elected to the ICES Board of Directors.
- D. Encourage those members not attending convention to obtain absentee ballots or arrange for proxy votes.

VII. Financial Reimbursement

Be sure to reference *Representative Expenses (Pg 12-12a)* for all details of financial reimbursements. Reimbursed items include :

- 1. Printing and postage expenses.
 - a. Correspondence with state/country/province membership and Board of Directors.
 - (1) Photocopying of information.
 - (2) Postage to mail.
 - b. Newsletters dealing with ICES information and Day of Sharing.
 - (1) Postage to mail.
 - (2) Photocopying.
 - 3. Reimbursable Internet costs.
 - a. Annual or monthly fees for maintaining state/area/province/country website.
 - 4. Requirements for reimbursement.
 - a. ICES budget year ends August 31st. All requests for reimbursement for current fiscal year must be to Treasurer prior to September 15th.
 - b. All reimbursement requests must be on proper forms.
 - a. All reimbursement requests must be accompanied by original receipts.
 - b. Suggestion. Make copy of request form and receipts for your file, should mail be lost.
- B. Representatives must be active members in good standing at the time they request reimbursement in order to receive their Midyear attendance allotment and/or communications reimbursement.
 - C. All expense reimbursements to Representatives shall be paid in U.S. dollars only. Any expense reimbursement submitted in a foreign currency shall be converted on an average of the applicable exchange rates during the time the expenses were incurred.

VIII. Hosting an ICES Show and Convention.

- A. Bid must come through State Representative. (It is not mandatory for a Representative to be a Director or Chairperson).
 - 1. Representative to assist state members in obtaining materials for bidding.
 - 2. Representative to promote and encourage members' participation.