



Big Hat Guidelines of Responsibilities and Procedures

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

Chapter Big Hat President

- term of office 6/1- 5/31 concurrent with AMBUCS chapter offices
- promote involvement in chapter 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, Region, and National auctions
- serve as Sheriff at District and Region Big Hat Auctions

District Big Hat President

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

Region 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 Region Conference (follow National Auction model agenda)
- *conduct a Big Hat Business Meeting
 - membership vote determines distribution split of proceeds from auction between AMBUCS™ Scholars 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 region auction
- serve on National Big Hat Board
- serve as a Sheriff at National auction
- conduct convention pin sales at Region 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 Region 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 National 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 Summer Retreat and National Conference Board Meetings
 - *prepare and present to AMBUCS Board a report on Big Hat Club
- present Big Hat check to AMBUCS National President at National Conference

Past National Big Hat President

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