



*INTERNATIONAL
CAKE
EXPLORATION
SOCIÉTÉ*



REPRESENTATIVES HANDBOOK

SECTION A



JULY 11, 2018

International Cake Exploration Societé

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Welcome!

Dear Representative/Ambassador

This Handbook was developed as a reference guide for use by your State/Area/Province/Country/Chapter and is the property of ICES. Your responsibilities regarding this Handbook are as follows:

- The Representative Handbook is constantly being updated. The most recent revised copy can always be found on the ICES website under the Representative's tab.
- Representatives will maintain records (digitally preferred) containing four (4) years of documents and correspondence and seven (7) years' worth of financial documents. These records are to be kept up to date with new documents and correspondence, and expired financial documents are to be destroyed.
- Representative Meeting Minutes for Representative/Ambassadors' Webinars as well as the Annual Representatives Meeting can be found on the Members Login Section under the "Reps" tab then "Reps Forms": <https://secure.ices.org/reps/minutes/>.
- All forms in this Handbook are available on the Members Login Section under the "Reps" tab then "Reps Forms". <https://secure.ices.org/reps/reps-forms/>.
- It is highly recommended that you inform your Alternate Representatives where to locate the representative's information on the ICES website.
- Documents on the website are formatted in PDF format. (PDF format pages can be read using the free version of Adobe Acrobat Reader, which is available for download at [www.http://get.adobe.com/reader/](http://get.adobe.com/reader/)) All reports, and paperwork must be filled out online.
- In this Handbook the term S/A/P/C/C refers to State / Area / Province / Country / Chapter. All forms referenced herein are clickable links to the ICES website.

Any questions about this Handbook should be directed to current the Representative Liaison via email at representatives@ices.org. Contact information can also be found in a current ICES newsletter or at www.ices.org.

Thank you for your cooperation!

Your Job in Brief

As an ICES Representative or Ambassador, you are one of the most important assets of this organization. You are the face of ICES to most of our members. You may be the only contact that many of your members have with ICES during their membership. Your dedication to this position is critical and ICES thanks you for your time and commitment to this vital job.

Any questions about this Handbook or your duties should be directed to current the Representative Liaison. Contact information can be found in a current ICES Newsletter, www.ices.org or by emailing representatives@ices.org

As an ICES Representative there are certain duties, which must be performed in a timely manner each year, to be considered an active Representative.

All forms will be located on the Members Login section of the ICES.org website <https://secure.ices.org/reps/reps-forms/>. The USER ID will be your ICES Member Number and the PASSWORD will be your email address.

Please Remember

- You must be a member in good standing throughout your term to remain an ICES Representative or Officer. Keep your membership up to date!
- All photos submitted:
 - Should be in JPEG format, minimum of 300 DPI (Dots Per Inch) resolution or 1 MB large in file size (Max 3 megs file size).
 - Head and shoulders shots only you - not others in picture.
 - Clean empty background (Wall, greengage, pattern).
 - No previously published photos or scans of actual photos.
 - No Facebook photos. If selfies, have someone else take them and use best resolution possible in well-lit area.
 - Do not look down at phone or camera if taking selfie.
- Recent photos only — Idea is for people to recognize you as you are now, not 20 years ago. If professional pictures, must have rights to use and publish them.
- Each September & March you have forms to submit to the Representative Liaison. All these forms must be filled out online by their deadline. Failure to submit forms on time will result in your being ineligible for your S/A/P/C/C Annual Representative Meeting Travel Expense Reimbursement / Allotment and any expense reimbursement from the ICES Treasurer.
- **Interim Representative Contract.** If you have been appointed to step-in for a Representative that has resigned or no longer can fill their duties, you must fill out the online Interim Representatives Contract when you accept your new position. You will hold this position until elections are held in your S/P/A/C/C. You may run for Representative at this time if you choose. If elections have not been held by **September 1st** you will need to fill out the Interim Representatives Contract again. Interim Representative Contract
- All Representative's and other elected S/A/P/C/C Officers terms are for a period of two years beginning at the close of an ICES Convention & Show and ending at the close of a Convention and Show in two years' time. Representatives may serve a maximum of two consecutive terms (4 years total). This term may be amended by your membership should circumstances warrant it. If a Representative is unable to complete their entire term of office, the Alternate Representative immediately assumes the Representative's position. An election should be held at the next meeting to elect a new Alternate Representative per the ICES Procedures for Local Elections. The Representative is responsible for holding elections when positions become open. If a new Officer is elected mid-term, an updated S/A/P/C/C Officers Information Form should be immediately submitted to the Representative Liaison.
- You must hold two Days of Sharing or member-meetings per year with the appropriate notification for these meetings to be given to your members between 20 and 60 days prior to the scheduled meeting. **The term "Day of Sharing" is reserved for the use of ICES Chapters only.** All other groups should use the term "Meeting of the S/A/P/C/C Members of ICES", i.e. "Meeting of the California Members of ICES" and "Meeting of the Panama Members of ICES".
- You must communicate with your membership about the activities of ICES and all information concerning local and national meetings, classes in your area, new methods and new materials in a way that promotes ICES to its fullest. You should provide information and materials to encourage your S/A/P/C/C members to apply for ICES Scholarships, and to nominate sugar artists to the ICES Hall of Fame each year. ([Scholarship Applications](#) and [Hall of Fame Nominations](#) are both due by January 15th of each year).
- If possible, attend the Representative's Annual Meeting held the week of the Annual Convention and Show and the bimonthly Representative/Ambassadors' Webinars. If you are unable to attend you may appoint an Acting Representative from your area

to go in your place and report back the activities of the meetings to your membership. Appointed Acting Representatives must be from your S/A/P/C/C and have been a member in good standing for at least one year prior to the appointment. Preference should be given to Alternates or other officers from your S/A/P/C/C. In order to appoint an Acting Representative who is eligible for their travel reimbursement for the Annual Representatives Meeting or for the complimentary Representatives Breakfast Meeting. The Representative **MUST** have all required reports and paperwork on file with the Representative Liaison and complete the **Acting Representative Form** by the prescribed deadline on the form. Representatives or Acting Representatives are eligible for travel expense reimbursement up to a \$100 per session attendance at the Annual Representatives Meeting if all required paperwork is filed on time and responsibilities have been met. Representatives or Acting Representatives must attend all of the meeting sessions at the Annual

Representatives Meeting in order to qualify for the maximum reimbursement amount or to be eligible to run for board positions.

<https://ices.org/acting-representative/>

Hints on Being a Good Representative/Ambassador

Being a Representative/Ambassador takes more than reading this Handbook and fulfilling the terms of the Contract. What you make of this job is up to you. The growth of your membership and happiness of your members is also up to you and your other Officers. There are some basic ways that you can achieve all these things and fulfill your duties as a Representative. The basics are easy: Keep your members informed by sending out pertinent information from the Representatives Liaison, minutes from the Representatives Webinars and any information your members will need to know. Hold at least two (2) meetings a year, send out newsletters, report back to ICES by way of activity reports and financial reports. But what really makes a good Representative/Ambassador of ICES? It is not just picking a date, finding a venue, finding a teacher or two and sending out a notice to gather everyone together occasionally. It is not even picking a good luncheon menu that everyone will enjoy.

It all comes back to that “Sharing and Caring” philosophy that ICES lives by.

A good Representative/Ambassador is just that. One who represents the ideals of ICES through their actions. They enjoy what they do and take pleasure in spreading that joy in the sugar arts to others. They look after their members and try to provide informative programs that everyone can participate in and enjoy. They communicate with their membership and listen in return to the wants and needs of their members.

Doing it Right

Whether one member or five hundred members, your first duty is to inform and gather your members together for the sharing of sugar arts.

Inform

One of the easiest ways to do this is by e-mail. Have an e-mail list of all your members and regularly inform them of up-coming events both in your area and further afield. If you can't manage a full-blown newsletter, simple monthly e-mails can work to keep everyone informed. Another wonderful way to keep your membership on track is using webpages, Facebook pages, and even “Tweets”. Every day modern technologies everyday are making it easier to keep your members informed.

Gather

Days of Sharing, DOS/Meeting of the S/A/P/C/C/ Members of ICES. To many Representatives/Ambassadors, this is perhaps the scariest part of the job. It does not have to be. Start small. Many small groups or Chapters have informal DOS/meetings in members' shops, local libraries, church halls, fire department halls and other areas that may be free of charge. Simply asking your members to do small demos, or even watching a new DVD someone has purchased on a sugar art subject may be all that is needed to get everyone together for a nice afternoon of sharing. Have mini cake shows where members bring in photos of recently completed projects to share and discuss.

For larger groups or Chapters, holding more elaborate events with multiple teachers and classes is a terrific way to bring in new members and educate your own. Bringing teachers to your area that many of your members may not be able to travel to see themselves is always a benefit. First and foremost, ASK! Ask for help from your members. Assign each a duty: food, venue, teachers, publicity. ASK teachers to come. They are all there because they want to teach. Most are reasonably priced and a pleasure to work with. All they can do is say no, and then you move on to another teacher. But the first thing you have to do is ASK! There is an entire list of ICES Approved Teachers that includes their contact information on www.ices.org.

Listen

Many of your members just want to be heard. They may have been a part of ICES for much longer than you have even been born. They may have some great ideas and some funny stories to share. So take the time and listen to your members.

Care

A good Representative/Ambassador knows what is going on within their group. Sending out cards or messages for birthdays, births, special congratulations or sympathy keeps you in touch and lets others know you are there.

Spread the Word

- Next publicize your event, not just to your membership, but also to the local and regional communities as well as neighboring S/A/P/C/C groups.
- [DOS/Event Submissions](#) form: Submit your DOS/Event/Class/Cake show using this form. You will have the opportunity to publish to the ICES Website, Twitter, Instagram, Facebook, Newsletter, Other ICES Social Media Page or All ICES publications and postings.
- [ICES Newsletter Editor](#): Send in your information for publication such as member spotlights and DOS/Event pictures and a short write up for an upcoming newsletter by the 20th of the month, two months prior to your event. *We do not have a September ICES Newsletter.*
- Send it to the for listing in the calendar section of the ICES website. Send it to other cake decorating websites and other cake related blogs and websites for listing.

If you tell your members how great ICES is, you are preaching to the choir. You need to go out there and tell others what ICES has to offer. How many times have you told someone that you decorate cakes and they tell you that “Yes! their mother/sister/aunt/cousin/next door neighbor also decorates cakes. Do you have any way to let them know what they might find with ICES? Some tangible thing that they can follow up on? Having a few inexpensively printed business cards with either your contact info, your group’s website info or Facebook page, or even the main ICES website is a great way to pass the word along.

You never know when you will run into someone who may be interested in cake decorating. You can give them to your members to also pass out. Several online printing services offers specials for printed cards with great templates at a very low price. You never know when you will run into someone who may be interested in cake decorating. You can give them to your pass members to also out. Several online printing services offers specials for printed cards with great templates at home or by a commercial printer. If you challenge each of your members to get just one person they meet over the course of the next year to join ICES, then you have doubled your membership in that time.

Keep it Fun

When all is said and done, it is all about sugar in the end. Try not to get bogged down in the politics that can sometimes create friction within your group. It’s all about the cake, not individual egos. Try to take the high road when issues arise and remind everyone that we are all here to simply enjoy the things we enjoy most — learning about the sugar arts and sharing it with others.

Towards the Future

The biggest gift you can give to those who come after you is to keep digital files of all the things you have learned on the job while you are the Representative/Ambassador. This way the next Representative/Ambassador will not have to “reinvent the wheel” when they take over. Make a note of even the trivial things you have discovered that might not be immediately obvious to someone who is new at this job. At the end of your term pass these files to your successor through email or thumb drive.

Another great tool is to come up with a concise job description of everything that is expected of the Officers of your group. This makes it much easier for everyone to know their job and what they are signing on to do when they run for these elected offices.

Speaking of running for office, it is never too early to start putting out feelers for those who would like to run as Representative for your group in the next election. Sometimes getting members to run for this position takes a bit of work. They might be apprehensive about the responsibilities that the job entails. Once again, that is where a really good job description comes in handy. Look to your Alternates first. If they do not wish to run at the next election, then start looking for one of your members that might be interested in the position. Invite them to help organize the next event to see what is involved. On the job training is a great way to introduce them to what is expected of them.

Remember, your dedication, as a Representative will surely show in your increased membership and willingness for others to help you complete a job well done.

Representative/Ambassador Responsibilities in Detail

Promote ICES:

- Promote ICES and the sugar arts at a State/Area/Province/Country/Chapter level.

Membership:

- Recruit new ICES Members
- Distribute ICES brochures through cake shops, confectionery associations, cake shows and local organizations.
- Strive to obtain media publicity for ICES and cake decorating in general via Internet and social media, newspapers, radio, television, etc.

Meetings:

- Organize and conduct regular State/Area/Province/Country/Chapters (S/A/P/C/C) meetings
- Encourage all ICES members and prospective ICES members to attend and participate in S/A/P/C/C meetings. This keeps members interested and excited about ICES.
- If you are the Representative/Ambassador of a State/Area/Province/Country that is not associated with a Chapter, you must hold at least two (2) business meetings and communicate with members twice a year. These meetings will be called "Meeting for the (S/A/P/C) Members of ICES".
- If your S/A/P/C/C is a Chapter, you must hold at least two (2) business meetings per the Chapter Bylaws. • Inform S/A/P/C/C members of ICES' goals and future of the organization.

Logo:

- ICES Logo Usage by the Representative, please *Reference ICES Logo usage page or contact the [Logo Chairman](#)*.

Convention/Annual Representatives Meetings

- Attend, if possible, the ICES Annual Representative Meeting and Breakfast.
 1. Gather membership concerns prior to meetings.
 2. Present members' concerns at these meetings.
 3. Take an active part in all meetings.
 4. Report results of all meetings to S/A/P/C/C membership.
 5. If continuing as Representative, receive a year bar for your Representative's pin.
 6. Sign ICES "Brown Book" at Convention Representatives' Breakfast.

If unable to attend, appoint an Acting Representative as your substitute, complete an **Acting Representative Form**, and send it to the Representative Liaison for approval. Selection of an Acting Representative should be made as follows:

1st Choice: Designate a current Alternate to represent S/A/P/C/C.

2nd Choice: Designate an Officer from your S/A/P/C/C who will attend the meeting.

3rd Choice: Designate a member from your S/A/P/C/C with the Representative Liaison's approval.

- Encourage your Alternates to attend.
- Registration for the Annual ICES Convention Representative Breakfast.
 1. The Representative or Acting Representative breakfast is complimentary.
 2. The Representative or Acting Representative must pre-register for the Representative Breakfast in order to be admitted to the breakfast.
 3. Representatives or Acting Representatives may attend the meeting following the Breakfast at no charge.
 4. Alternates may purchase tickets to the Breakfast.
 5. If a Representative or Acting Representative cannot attend the Breakfast after making reservations, cancellations must be given to the Show Committee in writing at least twenty-four (24) hours prior to the Breakfast Meeting, or the S/A/P/C/C will be charged for the meal.

Annual Convention and Show:

- Attend and participate in the ICES Annual Convention and Show.
- Encourage members and your Alternates and officers to attend convention.
- Encourage members to pre-register and provide a display for the S/A/P/C/C table.
- Encourage members to participate in demonstrations, workshops and classes.
- Attend and encourage members to attend the General Membership Meeting and vote for the ICES Board of Directors and Officers.
- Offer to work with Volunteers during convention and encourage your members to volunteer as well.
- Schedule and conduct a S/A/P/C/C “meet up” at the convention. Be sure to place an announcement on the ICES Convention Message Board announcing the time and place.
- Seek out your S/A/P/C/C members at convention and introduce yourself as the Representative/Ambassador.
- Attend the Representatives’ Breakfast and Meeting at convention. (Reference above for details.)
- The Representative/Ambassador receives a Certificate and medallion- Please be available for the award ceremony of the Certificates. The Representative Liaison will inform you of the time and place. Only Medallions that are pre-ordered will be made. To order you Medallion, you must complete the – [Representatives Medallion Request Form](#).
- In many areas it is Customary for the Representative or Alternate to collect banquet tickets from your S/P/A/C/C and turn them in, so you may all sit together. However, this is not required.

Scholarships:

- Encourage members to apply for ICES Scholarships by January 15th.
- Inform members of the availability of scholarships: <https://ices.org/programs/scholarships/>
- Be familiar with the proper application procedures and have **ICES Scholarship Application Forms and Rules** available. Forms and rules are also available to all members on the ICES website, www.ices.org.

Communications:

- Communicate with your ICES members.
- Be aware of all the many advantages that ICES offers its members and communicate those to your members. There is equal representation for ALL members.
- Members can vote for all officers and members of the Board of Directors at the General Membership Meeting by ballot, Absentee Ballot, or Proxy. See the May issue of the ICES Newsletter for more information on these procedures.
- Members have the right to nominate fellow members to the Board of Directors and Board members to offices.
- Members can be elected to the Board of Directors.
- Members serving on the Board of Directors can be elected as officers.
- Members have an equal voice at all ICES meetings, including your local and national meetings.
- Members may have input into the ICES Newsletter.
- Access to a myriad of information on cake decorating includes, but is not limited to:
- Newsletters – both the ICES and local newsletters
- Demonstrations, workshops and classes through the ICES Convention and Show and local Days of Sharing / meetings.
- Social Media, ICES & Local
- ICES publications available on the member login area of the ICES website • ICES website

Awards/Discounts/Certifications and More:

- Scholarships: <https://ices.org/programs/scholarships/>
- Hall of Fame Award: <https://ices.org/programs/hall-of-fame-award/>
- Wilbur Brand Award: <https://ices.org/programs/wilbur-brand-award/>
- Sugar Art Certification: <https://ices.org/programs/certification/>

- Certified Judges: <https://ices.org/ices-certified-judges/>
- Hank & Betty Jo Steinman Award: <https://ices.org/programs/hank-betty-jo-steinman-award/>
- Reduced registration fee for Annual Convention and Show
- Discounts – Discounts from Vendors for ICES Members: <https://secure.ices.org/member-benefits/>
- S/A/P/C/C meetings, demonstrations, and cake shows: <https://ices.org/calendar/>
- Exchange of ideas
- New friends around the world

Those states with five (5) or less members and no Representative/Ambassador will 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.

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 members' permission (except that copies may be given to Alternates).

Communicate with the ICES Board of Directors:

- If possible, attend the Annual Representatives Meeting and the Representatives' Breakfast at Convention and submit members' concerns.
- E-mail your newsletter to the ICES President, Representative Liaison, International Liaison, Newsletter Editor, and your Board Liaison or upload here: – [Rep's Newsletter Upload](#) in the Members Login section under the Reps Tab and then Reps Forms.
- Communicate with your designated S/A/P/C/C Board Liaison. Contact information can be found at ices.org or in the current ICES Newsletter.
- Familiarize yourself with the Representative Handbook and use it as a reference for duties, responsibilities and forms. handbook is updated as policies change, the current version can be found under the Reps tab at www.ices.org.

Elections

- Participate in all ICES elections.
- Local Elections — Coordinate and conduct elections of S/A/P/C/C Officers (Representative, Alternates, Secretary and Treasurer). (Reference *ICES Procedures for Local Elections*)
- Term/Qualifications — see *Term/Qualifications for ICES Representatives*, for length of term and qualifications for the office.
- Participate in nominations for Board of Directors and Officers. Encourage all members to participate in these nominations.
- Strive to have a member from your S/A/P/C/C elected to the ICES Board of Directors.
- Encourage those members who are unable to attend Convention to obtain [Proxy Forms](#) or contact the [Nominations & Elections Chairman](#) for an Absentee Ballots.

Financial Reimbursement

Annual Representative Meeting:

- Each Representative may be reimbursed up to \$100 per session for travel expenses incurred in conjunction with their attendance at the Annual Representatives Meeting. Requests must be made within 30 days of the close of the meeting and are subject to all required reports and paperwork being on file. (Reference pages on *Representative Expense Reimbursements*) <https://secure.ices.org/general-info/repsmidyeartravel/>
- All S/A/P/C/C Officer Forms and Semi-Annual Reports must be completed by their due dates to qualify for reimbursement for attending the Annual Representatives Meeting.

Financial Reporting: Required of ALL Representatives and Ambassadors

- All income generated in ICES' name must be reported with ICES' income on its tax returns. All financial information from every S/A/P/C/C must be reported in order to protect the organization. (Reference page F 4 for *Semiannual Financial Reporting for ICES (S/A/P/C/C)*)
- Each S/A/P/C/C is required to submit a [Semiannual Financial Report](#) Form for ICES S/A/P/C/C twice a year (September & March) to the ICES Treasurer on or before the due date.

Activity Reports: Required of all Representatives and Ambassadors

- Representatives & Ambassadors must submit the Semiannual Activity Report twice per year (September & March):
<https://ices.org/activity-report/>

Representative Planning Calendar

September

- Look for a letter from your Representative Liaison with their contact information
- September 1st - [S/A/P/C/C Officer Information](#)
 A S/A/P/C/C Officer Information Form must be submitted along with your Representative Contract to the Representative Liaison by September 1st of each year or whenever any information for any of the S/A/P/C/C officer's changes during the year
- September 1st - [Representative Contract](#)
 A Representative Contract must be signed and submitted to the Representative Liaison by September 1st of each year you hold the position as Representative or when information has changed. With this contract you must submit a headshot photo of yourself with a short biography/BIO. This photograph **MAY** be used in the Annual Convention's Souvenir Book, The ICES newsletter, or other ICES promotional materials. (Board action 04-2016).
- September 1st - [Ambassador's Contract](#)
 If you have been appointed as Ambassador for your S/A/P/C you must submit an Ambassadors Contract each year by September 1st or when information had changed. With this contract you must submit a headshot photo of yourself with a short biography/BIO. This photograph **MAY** be used in the Annual Convention's Souvenir Book, The ICES newsletter, or other ICES promotional materials. (Board action 04-2016).
- September 1st - [Alternate Representative Contract](#)
 An annual Alternate Representative Contract must be filled out by each of your Alternates or when information has changed. It is your duty to inform them to fill out the online form by September 1st. Your Alternates will need to submit a headshot photo of themselves with a short biography/BIO. This photograph and information is for internal use only and **WILL NOT** be used in the Annual Convention's Souvenir Book, The ICES newsletter, or other ICES promotional materials-
- September 1st - [Secretary Contract](#)
 An annual Secretary Contract must be filled out online by your Secretary. It is your duty to inform them to fill out the online form by September 1st. Your Secretary will need to submit a headshot photo of themselves with a short biography/BIO. This photograph and information is for internal use only and **WILL NOT** be used in the Annual Convention's Souvenir Book, The ICES newsletter, or other ICES promotional materials.
- September 1st - [Treasurer Contract](#)
 An annual Treasurer Contract must be filled out online by your Treasurer. It is your duty to inform them to fill out the online form by September 1st. Your Alternates will need to submit a headshot photo of themselves with a short biography/BIO. This photograph and information is for internal use only and will not be used in the Annual Convention's Souvenir Book, The ICES newsletter, or other ICES promotional materials
- September 1st - If you have not already done so sign up for access to The ICES Representatives & Ambassadors Members Only Facebook page.
 Being a Representatives or Ambassador grants you access to the ICES Representatives and Ambassadors Members only Facebook page. This page is set up so you can easily reach out to others for questions or information you may have. You will also receive upcoming Day of Sharing/Events or other valuable information to inform your members. <https://www.facebook.com/groups/147228935294753/> If you are a current Representative or Ambassador and do not have access, please notify your ICES Representative at representatives@ices.org
- September 15th – [Semiannual Financial Report](#) due for the period of March 1st through August 31st.
 This report must be filled out and submitted online by your Treasurer and validated by you as the Representative. You must include copies of bank statements and receipts, for the reporting period.
- September 15th – [Activity Report](#) due for the period of March 1st through August 31st.

- 2nd Friday of the month. All Motions must be submitted for the upcoming Representative/Ambassadors' Webinar
This gives you the opportunity to submit motions to be discussed during the next occurring webinar. Motions that are approved will be send to the ICES Board of Directors for consideration. All motions must be submitted the Friday before the scheduled webinar to be discussed.
– [Representatives & Ambassadors Motion Request Form](#)
- 3rd Wednesday of the month. Bi-Monthly Representative/Ambassadors' Webinar, 8 PM (Eastern Time Zone, USA)
A Representative and Ambassador Webinar is held every other month as follows: September, November, January, March, and May. Each webinar will consist of a business meeting, training session, and open discussion. This will give you the opportunity to present motions to the board, address any concerns or questions you may have and give you a chance to speak with board members. While this meeting is not mandatory, it is highly encouraged that you participate.
- Contact your members with updates from Convention &/or Representative/Ambassadors' Webinar

October

- Watch for member list from ICES Membership Coordinator and contact your members to introduce yourself.
- Good time to have a Day of Sharing / Meeting of S/A/P/C/C members or at least send a note to your membership to share what you learned at convention.
- Check Representative's Members only Facebook page for updates, information & reminders

November

- 2nd Friday of the month. All Motions must be submitted for the upcoming Representative/Ambassadors' Webinar – [Representatives & Ambassadors Motion Request Form](#)
- 3rd Wednesday of the month. Bi-Monthly Representative Webinar, 8 PM (Eastern Time Zone, USA)
A Representative and Ambassador Webinar is held every other month as follows: September, November, January, March, and May. Each webinar will consist of a business meeting, training session, and open discussion. This will give you the opportunity to present motions to the board, address any concerns or questions you may have and give you a chance to speak with board members. While this meeting is not mandatory, it is highly encouraged that you participate.
- Contact your members with information from Webinar, if possible
- Check ICES REPS Facebook page for updates, information & reminders

December

- December 1st - Watch for member list from ICES Membership Coordinator
- December 1st - Contact Representative Liaison or President if your Board Liaison has not contacted you by now. Encourage members to apply for ICES Scholarships and to think of candidates to nominate for the ICES Hall of Fame, submission deadline is January 15th.
- Encourage members to submit articles and photos of their work for the ICES Newsletter to the ICES Newsletter Editor.
- Check ICES REPS Facebook page for updates, information & reminders

January

- 2nd Friday of the month. All Representatives Motions must be submitted for the upcoming Representative/Ambassadors' Webinar
– [Representatives & Ambassadors Motion Request Form](#)
- January 15th – Scholarship Application Deadline

- January 15th – Hall of Fame Nomination deadline
- Check ICES REPS Facebook page for updates, information & reminders
- 3rd Wednesday of the month. Bi-Monthly Representative Webinar, 8 PM (Eastern Time Zone, USA)

A Representative and Ambassador Webinar is held every other month as follows: September, November, January, March, and May. Each webinar will consist of a business meeting, training session, and open discussion. This will give you the opportunity to present motions to the board, address any concerns or questions you may have and give you a chance to speak with board members. While this meeting is not mandatory, it is highly encouraged that you participate.
- International members who wish to attend the Annual Convention and Show should contact the International Liaison for a Letter of Invitation to obtain a U.S. Visa. (internationals@ices.org)
- Contact your members with information from webinar, if possible

February

- Watch for member list from ICES Membership Coordinator
- Check ICES REPS Facebook page for updates, information & reminders Contact your members, if possible

March

- 2nd Friday of the month. All Representatives Motions must be submitted for the upcoming Representative/Ambassadors' Webinar

– [Representatives & Ambassadors Motion Request Form](#)
- March 15th – [Activity Report](#) Deadline for the period of September 1 through February 28/29.
- March 15th – [Semiannual Financial Report](#) due for the period of September 1 through February 28/29. These reports must be filled out and submitted online by your Treasurer and validated by you as the Representative. You must include copies of bank statements and receipts, for the reporting period.
- 3rd Wednesday of the month. Bi-Monthly Representative Webinar, 8 PM (Eastern Time Zone, USA)

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- Check ICES REPS Facebook page for updates, information & reminders Contact your members, if possible

April

- April 1st – Early Bird Convention Registration opens
- Watch for member list from ICES Membership Coordinator
- Check ICES REPS Facebook page for updates, information & reminders
- Contact your members with convention registration information

May

- 2nd Friday the month. All Representatives Motions must be submitted for the upcoming Representative/Ambassadors' Webinar– [Representatives & Ambassadors Motion Request Form](#)
- May 15th – Representatives Medallion Request Form deadline.
- At Convention the Representative/Ambassador receives a Certificate and medallion. Only Medallions that are pre-ordered will be made. To order you Medallion, [Representatives Medallion Request Form](#).
- 3rd Wednesday of the month. Bi-Monthly Representative/Ambassador Webinar, 8 PM (Eastern Time Zone, USA)

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- Check ICES REPS Facebook page for updates, information & reminders
- Contact your members monthly if possible

June

- Early Bird Convention Registration Ends, Standard Registration Begins.
- Watch for member list from ICES Membership Coordinator
- Check ICES REPS Facebook page for updates, information & reminders
- June 15th – [Representatives' Meeting & Breakfast](#) Registration Deadline
- [DATE] – Deadline to submit [Reps Moderator Nomination/Acceptance Form](#)
- [DATE] – Deadline to submit [Reps Secretary Nomination/Acceptance Form](#)
- Contact your members to encourage them to attend Convention

July

- July 1st – [Representatives' Meeting & Breakfast](#) Registration Deadline
- Contact your members monthly if possible

August

- Watch for member list from ICES Membership Coordinator
- Contact your members, possible

Representative's Duties Checklist

- Submit required paperwork by the 15th of September & March
- Submit required contracts by September 1st
- A minimum of two (2) newsletters to your members per year, upload to ICES website <https://ices.org/reps-newsletterupload/>
- Two (2) business meetings in conjunction with Days of Sharing/Meetings per year with 20-60 days prior notification to your membership
- Communicate with your members throughout the year including pertinent information that needs to be sent to your members from the Representative Liaison.
- Hold Officer elections every other year – You may only serve two consecutive terms as Representative.
- Attend Annual Convention & Show Representatives' Breakfast and Annual Representatives Meeting (if possible)
- Answer e-mails from Representative Liaison throughout the year
- Update S/A/P/C/C websites and social media sites
- Maintain your membership. If any S/A/P/C/C Board member laps 30 day or more, they must be removed from office. This is non-negotiable.

Ambassador's Duties Checklist

- [Ambassadors Contract](#) by September 1st This must be completed every year
- Submit required paperwork by the 15th of September & March

Section A

- Attend Annual Convention & Show Representatives' Breakfast and Annual Representatives Meeting (if possible) Answer e-mails from Representative Liaison throughout the year
- Communicate with your members throughout the year including pertinent information that needs to be sent to your members from the Representative Liaison.