

# NCAMOTC Procedures – Area Representative

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## I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties.
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
  - (a) Outside NCA—Use NCA logo on all correspondence.
  - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
  - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
  - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15<sup>th</sup> annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the Communication Vice President.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

## II. SPECIFIC DUTIES:

1. Introduce yourself to your assigned clubs as soon as possible after being appointed. Maintain contact throughout the term with either the President, the club's NCA Representative or other designated member of member clubs in your assigned area.
2. Communicate with designated club members on a monthly basis to gain information about activities, events or programs within the assigned clubs.
3. Provide short write-ups about the above club activities to the NCA Newsletter Editor for publication in the NCA newsletter. Deadlines will be established by the Editor.
4. Act as a resource to your assigned clubs for general questions about NCAMOTC, refer any questions to NCAMOTC officers as necessary.
5. Try to attend at least one meeting or event for each of your assigned clubs during the year.

## III. CONVENTION DUTIES

1. 1. Assist the Executive Committee if called upon.

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### IV. AREAS

1. North Bay Area
  - Marin POMs, Rare Vintage MOMs, Sonoma MOMs
2. Foothills/North Area
  - Butte County MOMs, Placer County MOMs, El Dorado MOMs, Northern Nevada MOTC
3. Capital Area
  - POMs Sacramento, At Wits End MOMs, River City MOMs
4. East Bay / Central Valley Area
  - San Joaquin Valley MOMs, Tri-City MOMs, Tri-Umph MOMs, Twin Valley MOTC
5. Bay Central / North Peninsula Area
  - Coastside MOTC, Contra Costa POMs, San Francisco POMC
6. South Bay / Mid-Peninsula Area
  - Gemini Crickets FOM of Silicon Valley, Mid-Peninsula POMs, Santa Cruz POMs