
NCAMOTC Procedures - Chaplain

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 15th 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 Secretary.
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. Prepare inspirational reading for opening of all NCA meetings.
2. Send get well cards in case of hospitalization or illness, keeping a record of those sent.
3. Initiate moment of silence if a member has died. Consider requests for donations to family in need.
4. Bring memorial book and candle to all business meetings.
5. Be recipient of Helping Hand requests.

III. HELPING HAND GUIDELINES

1. Helping Hands is a budgeted item in place to help with these types of member hardship situations:
 - Member and family member illness
 - Loss of housing, job, etc.
 - Natural disaster in areas where clubs reside
2. Helping Hand requests can be monetary or requests for clothing, equipment, services, child care, transportation, etc.
3. The requests must be made in writing (email is ok) from the member to their club President then forwarded to the NCA President and NCA Chaplain.
4. Helping Hands requestor can remain anonymous to the general membership, but must be in good standing with their club and their club must be in good standing with NCA.
5. The Chaplain or other NCA members can request Helping Hands for events/causes outside NCA, but related to Twins and/or Multiples. (Past examples: Twin families affected by severe fires in Southern California and help for a family with conjoined twins).

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6. The NCA Chaplain presents the request at the next meeting or general session and puts it to a vote. If the situation is time restrictive the Chaplain can present the request and vote by email to the NCA Board, Club Presidents and NCA Representatives (each club gets a single vote).
7. The suggested Helping Hand allotment per request is \$150; however, this can be waived by a vote. It is recommended that the standing budget line allows for two requests per year (\$300 budget).
8. Additional funds can be raised via "Pass the Hat". All money received from the general membership will be added to the NCA Helping Hands allotment and a single check will be written to the beneficiary or payment will be made via online fund.
9. Prepare an expense voucher (with address of requestor or online donation address) as soon as a Helping Hands request is approved. Submit voucher and back up documentation to the President for signature.

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IV. HELPING HAND

Helping Hand is a budgeted item to assist with following types of situations: sister clubs in or club members in disaster-stricken areas, aid to members for medical purposes, etc.

1. Receive requests. Forward to President.
2. Confirm all details for monetary distributions (recipient, remittance information, etc.)
3. Present to members at next Fall Meeting.
4. Call for vote at Spring Convention.
5. If requests passes, prepare Expense Voucher for Treasurer.