

# NCAMOTC Procedures – Communication VP

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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 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. Manage NCAMOTC Private Facebook page.
  - a) Provide at least monthly postings to the Facebook page, giving the membership updates, reminders and other multiple mom information
  - b) Ensure that all member clubs are providing their members with access to the private NCAMOTC Facebook page.
2. Send out all necessary e-mails through the communications Gmail Account - [ncamotc.communications@gmail.com](mailto:ncamotc.communications@gmail.com) (e.g. Event registration packets, reminders for upcoming events, application forms and updates).
3. Update the Gmail email account contacts as needed. Delete contacts that request to be deleted and add any first timers that attended conventions and meetings to the Gmail account within a month after the event (contact Meeting Manager for a list of emails of first timers).
4. Review the NCA newsletter that is produced by the NCA editor and published 4 times a year and help the editor in distributing the newsletter to the appropriate parties (please see editor duties for mailing list).
5. Update the NCA Board/ Chairs contact list within 30 days after Spring Convention election. Check with the President for a current list of information.
6. Verify that all NCA forms that are digitally stored are current with the appropriate information. Contact the board member or chair that is responsible for the form to correct this information.

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### III. MEDIA AWARDS

- a) Update applications appropriate contact information.
- b) Send out applications to all clubs via Gmail and post on Facebook no later than 12 weeks before Spring Convention.
- c) Send Gmail and Facebook reminder at 2 weeks before due date.
- d) Applications are due to Communications VP six (6) weeks prior to Spring Convention.
- e) Choose appropriate judges to judge the applications.
- f) Create award certificate(s) and have them signed by the President.
- g) Complete an expense form for each award and submit to Treasurer prior to General Session.
- h) Present award winner with certificate at convention.