

NCAMOTC Procedures – Meeting Planner

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, etc., on notification.
3. **Reports** Submit a mid-term and final report to the President and your OIC, four (4) weeks prior to Fall and Spring Meetings or when called for by the President.
4. **Correspondence**
 - (a) Official—Use letterhead stationery and envelopes or may attach document with logo and send electronically
 - (b) Interoffice—Use plain paper and envelopes or electronic email
 - (c) All mail received by you is to be dated and initialed by you in upper right corner or archive email
 - (d) Copy all letters/emails to President, Membership, and Communication Vice Presidents.
5. **Expenses** Submit expense voucher to President for approval of expenses incurred and reimbursement. Receipts must be attached for supplies. Expense vouchers may also be submitted electronically in fillable PDF voucher with scanned receipts attached.. All expenses vouchers are due to the President four (4) weeks prior to Spring Convention. Any exceptions will be due by May 15th.
6. **Meetings** Attend all meetings of the organization. Notify the President if unable to be in attendance.
7. **OIC** Your Officer in Charge is the President.
8. **Binder** Retain only last two (2) years of information.
9. **Files** Maintain files of all pertinent material.
10. **Review Files** at the end of term and see they are in proper order for your successor. Prepare sheet of all pending items.

II. SPECIFIC DUTIES:

1. Maintain convention/fall meeting information (financial and event info).
 - (a) Ensure that host club has copies of final reports, surveys, donation lists, or any other pertinent information from previous meetings at least one year in advance or as soon as possible.
2. Ensure the hosing club has the Meeting Guidelines. Give them two printed sets.
3. Set up the online registration account, (if being used e.g. Constant Contact)
 - (a) Responsible for maintaining opening and closing of online account and setting up the registration information specific to that event with cooperation from event Registration Chair.
4. Responsible for helping the host club prepare the Registration Packet for their event. Get registration packet approved (see #9 under shared duties) and send out to general membership months prior to the event.

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III. SHARED DUTIES FOR MANAGER AND PLANNER

1. Maintain all statistical information regarding past meetings with an excel sheet that shows club participation in hosting meetings. (This will help in knowing who's turn it is to host an event.)
2. Contact all member clubs regarding hosting an upcoming convention/meeting.
 - (a) Send out a request email at least a year in advance to all member club presidents and club NCA representatives.
 - (b) If no club volunteers, then according to NCA Bylaw Article IV Section 4, hosting meetings will follow a rotation system as set up by the Board of Directors for that year. If necessary, using an approved fair method, a club will be chosen to host the next event. The selection of a club will be done at an NCA meeting to maintain strict fairness.
3. Get Board approval for a club to host, by sharing the host clubs Statement of Intent.
4. Maintain consistent contact with the event Chair/committee of each meeting being planned.
5. Help club prepare a budget and preliminary outline of activities.
6. Help the host club to prepare information regarding activities, speakers, workshops, meals and programming of the weekend event.
7. Ensure that all plans are submitted for approval to the NCA president.
8. Ensure meetings are planned to be in accordance with all bylaws and standing rules of NCA.
9. Registration Packet needs to be approved by Meeting Planner, Meeting Manager and NCA President, prior to being sent out to general club membership.
10. Assure with the host club that Show, Tell, and Sell guidelines are enforced.
11. Approve or disapprove all expenditures before final report is submitted.
12. Maintain convention/fall meeting information (financial and event info)
 - (a) Ensure that host club has copies of final reports, surveys, donation lists or any other pertinent information from previous meetings as soon as possible.
 - (b) Follow up with host club at the conclusion of their convention/meeting to ensure that a final report is submitted within 60 days following event.
13. Along with the Meeting Planner, review and update the Meeting Guidelines as needed. Form a committee to help with this task.

IV. CONVENTION/MEETING DUTIES

1. Be available to hosting club during convention/meeting for any questions or concerns that may come up. Give assistance when needed.
2. Attend the Sunday morning meeting, after convention, for the close out discussion. All expense vouchers from host club for convention/meeting will be reviewed at this time.