

NCAMOTC Procedures – Membership Vice President

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization.
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 receipt(s) 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** You are the Officer in Charge of: Club Representatives, National Liaison, State Liaison and Research Chair
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. Assume the Presidential duties in the absence of the President.
2. Club Membership
 - (a) On receipt of Member Club Information Sheet write a welcome letter to the new club, giving name and address of Area Representative
 - (b) Advise Parliamentarian of new clubs; they will send the NCA Binder.
 - (c) Obtain extra copies of the procedure manuals from the parliamentarian for sending to new clubs.
 - (d) Confirm annually that every NCA Rep has their NCA binder. Replace when needed.
 - (e) Send Dues checks to the Treasurer.
 - (f) Officially announce and introduce new club(s) at the Spring Convention and Fall Meeting
3. Maintain Member Club Database
 - (a) Keep all club information in accessible database (zoho.com or similar).
 - (b) Database to include:
 1. Full name of club
 2. President name, email, phone number and address
 3. Club's NCA Representative name, email, phone number and address
 4. Editor name, email and phone number
 5. Number of club members
4. Maintain record of club attendance at Spring Convention and Fall Meeting. (Currently this is also recorded in the zoho.com database).

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5. Forward all club Board changes to the President.
6. Update website club information as needed, send information to webmaster.
7. On request, assist new clubs and established clubs with problems they may have. Encourage clubs to post problems, questions and ideas on the NCA private Facebook page.
8. Supply information to non-member clubs who express interest in the organization.
9. Contact known clubs in Northern California who have not renewed as to their intentions and/or reason for dropping out.
10. Encourage Area Representatives to visit each member club in area once during term. As a goodwill gesture, visit nonmember clubs, encouraging them to join NCA.
11. Update the list of club Presidents as needed (it currently resides in the Facebook files).

III. CONVENTION DUTIES

1. Conduct attendance of member clubs at Spring General Session and Fall Meeting. Record attendance by calling clubs in alphabetical order. Clubs should report their total number of members and total members in attendance.
2. Membership Renewal Certificates are to be presented to new clubs at the convention or mailed to non-attending clubs.
3. Purchase a gift for President for less than twenty-five (\$25.00) dollars to be presented to her at the Spring Meeting.