

NCAMOTC Procedures – National Liaison

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 Membership 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. Act as liaison between the State organization and the Multiples of America (MOA) (previously National Organization Mothers of Twins Clubs)
2. Encourage member clubs to participate in MOA.
3. Be recipient of material sent from MOA:
 - (a) President's letters
 - (b) MOA's Notebook
 - (c) Special mailings.
4. Submit copies of all MOA research information to the NCA Research Chair for coordination.
5. Give report at meetings, using information included in the President's letters and/or in *MOA's Notebook*.
6. Write article for inclusion in NCA Newsletter and submit to the NCA Editor for publication.
7. Submit NCA news to the MOA National/State Liaison. (have Communication Vice President send a complimentary copy of NCA Newsletter.)
8. Prepare an ad for MOA Convention Program Booklet. Submit Expense Voucher to Treasurer before NCA's Fall Meeting.
9. Notify the MOA National/State Liaison of dates of all NCA General Meetings and include brief speaker/workshop information. Obtain the information from host club and/or the meeting notices.
10. If you attend MOA convention, submit an expense voucher and receipts for registration, hotel,

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- airfare, etc. (up to that year's budget).
11. Submit a report of the convention with details of meetings and workshops you attended.