

NCAMOTC Procedures – NCA Club Representative

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. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
5. **OIC** Your Officer in Charge is the Membership VP.
6. **Binder** Retain only last two (2) years of information.
7. **Files** Maintain files of all pertinent material.
8. **Review Files** at the end of term and see they are in proper order for your successor.

II. SPECIFIC DUTIES

1. Share all NCA announcements with your club including upcoming meetings, events and applications for scholarships and awards. NCA information and news should be shared on your club's Facebook page, in your newsletter, at club meetings, through email, etc.
2. Attend all scheduled meetings of the organization. If unable to attend, secure club member to attend and provide NCA Procedure Manual.
3. Ensure all your club members have been added to the NCA private Facebook page (and remove non-members). This is an on-going process throughout the club year.
4. Be in contact with your NCA Area Rep (see current area rep list on Facebook). Send her your club's newsletters and other club news monthly for inclusion in the NCA newsletter.
5. Ensure that your club submits your annual dues with Statement of Dues and Club Information sheet are submitted to the Membership VP by May 31 annually.
6. Keep Procedure Manual up to date with all material being filed in proper placement. Procedure Manual **must** include:
 - (a) NCA Bylaws
 - (b) Procedures for all NCA officers and chairs
 - (c) Meeting Minutes (2 years)
 - (d) NCA Executive Board and Chairs contact list
 - (e) NCA newsletters (2 years)
7. All current year forms, meeting minutes, bylaws, scholarship applications, statement of dues, media award entry form, NCA volunteer form, etc. can be found on the NCA private Facebook page under Files.
8. Email Membership Vice President (membershipvp@ncamtoc.com) with all

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Board member changes within your club. **We must receive Name, Address, Email, Phone Number and position held.

9. Encourage members to submit Volunteer Form for Officer and Chair consideration.
10. Act as club delegate. A written letter signed by your club President to change the delegate must be on file with the Parliamentarian prior to any General Meeting.
11. Encourage club members to attend NCA Spring Convention and Fall Meeting.
12. Encourage your club to host a Spring Convention or Fall Meeting. (Hosting convention/ meetings will follow a rotation system if no clubs volunteer).
13. Encourage club members to submit scholarship applications for consideration. Due date is typically 6 weeks prior to Spring Convention. Email the scholarship chair (scholarship@ncamotc.com) with additional questions.
14. Encourage your club to submit an entry for the NCA media awards. Contact Communication VP for additional information. (communication.vp@ncamotc.com).
15. Review your club's information on the NCA website (www.ncamotc.com) for accuracy. Notify the Webmaster (webmaster@ncamotc.com) with any updates.
16. Share any ideas or suggestions for improvements for events or NCA procedures.
17. Pass this binder to the next NCA Club Representative.

III. NATIONAL REPRESENTATIVE

1. If your club is a member of Multiples of America (aka: National Organization of Mothers of Twins Clubs) and your club does not have an official National Representative you may act as your club's National Rep (check with your club President).
 - (a) Visit the National Website monthly for updated information. (multiplesofamerica.org)
 - (b) Provide information on National News from their website and newsletters.
 - (c) Try to attend the National Convention in July each year. Have your club President submit delegate authorization in order to vote at convention.