

NCAMOTC Procedures - Editor

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 Communications 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. 1. Collect newsletter content:
 - (a) Remind all area representatives to collect information/newsletters from their assigned clubs monthly or as often as possible.
 - (b) E-mail all board and chairs, at least a month prior to the deadline, to prepare a report for the newsletter.
2. Prepare Newsletter:
 - (a) Set deadline to receive articles for newsletter at least two (2) weeks prior to publication.
 - (b) Articles for inclusion but not limited to are: President's Message, Treasurer's Report, Board and Chair reports as needed, Committee Reports, Convention/Meeting report, Area Representative reports and any articles submitted for publication which meet Board approval.
 - (c) Prepare content received for publication in PDF format.
 - (d) Notify President and Communications VP of problems or delays.
 - (e) Send the prepared newsletter to the President and Communications VP for review prior to distribution.
3. Distribute newsletter: with the help of the Communications VP
 - (a) Months of publication are July, October, January and April.
 - (b) E-mail a newsletter to all NCA officers and chairs.

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- (c) E-mail a newsletter to all member clubs including each club President, Editor and NCA representative.
- (d) E-mail a newsletter to all previous Convention or Meeting attendees through the communications Gmail account.
- (e) E-mail a newsletter to: Southern California Mothers of Multiples (SCMOMC) President & State Liaison and the National/State Liaison of Multiples of America (MOA).
- (f) Post the newsletter on the Private NCA Facebook page

III. OTHER DUTIES:

1. Publicize all functions of the organization in the newsletter.
2. Keep archive of past issues