

# NCAMOTC Procedures - President

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## I. GENERAL DUTIES

1. **Preside** at all meetings.
2. **Appoint** all Chairs with the approval of the elected officers.
3. **Expenses:** All expense vouchers are due to the President no later than Dec 15<sup>th</sup> annually.
4. **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.
5. **Binder:** Retain only last two (2) years of information.
6. Be an ex-officio member of all committees with the exception of the Nominating Committee.
7. **Sign** all documents and contracts of the organization.
8. **OIC** (Officer in Charge) of:
  - (a) All other officers
  - (b) Meeting Planner and Meeting Manager
  - (c) Fall and Spring Meeting Chairs
  - (d) All Advisors and Special Committees
9. **Approve** all monetary disbursements.
10. **Prepare** President's welcome letter and first timer letter for convention and fall meeting.
11. **Supervise** the programming of the General Meetings.
12. **Visit** member clubs and potential clubs as necessary.
13. **Review** Bylaws and Procedures and be familiar with the workings of the organization.

## II. SPECIFIC DUTIES

### A. Immediate Duties on Being Elected

- 1) Schedule meeting of elected officers to review Volunteer Forms for appointment of all chairs.
- 2) Recommend to the elected officers a person to serve as the Parliamentarian.
- 3) Announce all confirmed appointments during the Installation Ceremony.
- 4) Arrange meeting with retiring President for transfer of files and review of office.

### B. Meetings

1. Preside at all meetings.
2. Agendas:
  - (a) Request reports from members of the Board of Directors four (4) weeks prior to meetings to assist you in preparation of agenda.
  - (b) Prepare agenda with copy to the Recording Secretary and representatives and presidents of member clubs and Board of Directors.

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## C. Communication

1. Communicate with the Board of Directors and/or Member Clubs as needs arise.
2. Disburse replies via email or prepare as a report for next Board meeting.
3. Announcements and other information to be disbursed to the entire membership should be drafted and sent to Communication VP to be sent via the general NCA email account.

## D. Finances

1. Go to the bank to be added as a signer on the accounts; remove prior President.
2. Set up for online access to monitor the bank accounts.
3. All expense vouchers are submitted to president for approval.
  - a. Receipts for supplies must be attached to all vouchers.
  - b. Verify the expense is included within the budget.
4. Sign voucher and forward original copy with attached receipts to the Treasurer for payment.
  - a. Receive and retain copy of voucher once reimbursement has been made by Treasurer.
5. Financial records will be maintained for seven years, then purged.
6. Instruct the Treasurer to keep you informed on all financial matters.

## E. Correspondence & Forms

1. Answer all email and communications promptly. Should a matter require discussion, notify club(s) or individual of such.
2. President email should be viewed and saved via the [president@ncamotc.com](mailto:president@ncamotc.com) email program. Do not download NCA email into personal email program.
3. Save emails and replies (in NCAMOTC email program) for future reference.
4. Request services of your Membership Vice President on routine type correspondence.
5. Copy all correspondence to Membership, and Communication Vice Presidents.
6. All forms, questionnaires and like must be submitted to you for approval prior to printing or sending to members

## F. Files

1. Maintain 3 binders: Current (Permanent) documents, Vouchers and Archives.
2. Current binder should have all important documents (i.e. federal and state documents, passwords, email information, etc.) as well as 2 years meeting minutes, budgets, motions, etc. As the year rolls move current documents to the archive binder where 2 years will be kept.
3. Review files at end of term; see they are in proper order for your successor.
4. Prepare a sheet of all Pending Items.

## G. Convention Duties

1. Work with the Meeting Planner and Meeting Manager and convention chair on the agenda, speakers and/or workshops using the meeting guidelines.

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2. Sign and maintain a copy of all hotel contracts.
3. Approve all convention and meeting registration packets and program booklets prior to sending out to the membership.
4. Schedule not less than one (1) hour for business session.
5. Schedule Spring Board of Directors meeting prior to convention.
6. Appoint audit committee of two (2) who will do a simple audit of the books each Spring or when there is a change in the office of Treasurer during a current term.
7. Appoint tellers. The ballots, accompanied with a tally sheet and teller, shall be placed in a sealed envelope, and submitted to the Parliamentarian.
8. Sign all certificates for awards and new club charters.
9. Schedule Summer Board of Directors meeting for exchange of files with outgoing and incoming Boards of Directors.