

# NCAMOTC Procedures – Research Chair

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## 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 15<sup>th</sup> 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 VP.
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. Contact twin research organizations. e.g. Twin Research/SRI International, Universities and Hospitals. State the organization's interest in assisting in any research projects available. Get approval from NCA President and OIC prior to coordinating research with outside organizations.
2. Send out email to general membership about potential research projects available through Twin Research organizations, NCA or Multiples of America.
3. For NCA specific research projects, get approval from the NCA Executive Board and advertise the project through email or other forms of communication to get participants. (Contact the Communications VP for assistance).
4. Maintain a listing of any current research projects in which NCA members participate. Note which clubs are involved in each project, if applicable.
5. Keep an inactive file on all completed projects: include all data used and the final report.
6. Report on Multiples of America Research opportunities and any results of completed research that may be of interest to NCA general membership at meetings.
7. Encourage general membership to fill out the birth data form on the Multiples of America website letting them know that this form is to be filled out by a parent of multiples and will be used to enter information about them and their multiples into a CONFIDENTIAL, computerized data base maintained by the Multiples of America
  - (a) Download the Birth Data Form PDF from the National website and make it

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available to the general membership

8. Solicit ideas from the Board of Directors for research ideas for NCA.