

NCAMOTC Procedures – State 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. Coordinate dates of the Fall and Spring General Meetings to promote more cross attendance.
2. Communicate with Southern California and other State Organizations. Email to use is stateliasion@ncamotc.com.
3. Receive Southern California newsletters and report on their activities in the NCAMOTC newsletter and on our Facebook page.
4. Act as contact person for Southern California and other State organizations on conventions meetings and encourage our members to attend.
5. Invite Southern California to attend our Fall Retreat and Spring Convention as soon as the registration packet is available. One complimentary registration and lunch will be provided for the Southern California President or her representative.
6. During Spring Convention obtain contact information for Southern California’s liaison from our current State Liaison. Within a week reach out to Southern California’s liaison so he/she knows you are the new contact person and provide any information about the upcoming Fall Retreat and Spring Convention.
7. Plan on attending Southern California events to share ideas to help both organizations succeed and thrive.