

# NCAMOTC Procedures – Ways & Means

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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 Treasurer.
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. Research and present new fund raising ideas to the Board.
2. Continue fund raising efforts that have proved successful in the past (50/50 raffle, T-shirt sales, NCA logo'd merchandise, etc.).
3. Contact companies and/or NCA members with businesses for sale events or matching opportunities.
4. All merchandise to be purchased and re-sold must have Board approval and fall within that year's budget. Contact the Treasurer ([treasurer@ncamotc.com](mailto:treasurer@ncamotc.com)) for more information.
5. Keep accurate records of all items for sale including: item, price, sign out sheet, number received, number sold.
6. Have items available at all Show-Tell-Sell opportunities.
7. Prepare all tax documentation on sale of goods.
8. Submit sale information for inclusion in NCA newsletter and on Facebook.
9. Prepare report for Fall and Spring meetings to include inventory of listings: number of items, cost, profit and number sold.

## III. CONVENTION

1. Reserve space at Show-Tell-Sell for NCA items.
2. Inventory remaining items following Show-Tell-Sell.
3. Turn over all monies to Treasurer for deposit with itemized list of what was sold.
4. Meet with successor -- give complete report on status of all projects.

