

## **NYSOMOTC EXECUTIVE BOARD**

### **SUMMARY OF JOB DESCRIPTIONS**

#### **OFFICERS**

**President:** serves as the official representative of the NYSOMOTC. They work with the Executive Board to provide a smooth-running organization, to initiate new projects, answer questions and resolve conflict. They appoint the Parliamentarian and the Advisor as well as the Standing Committees and Special Committee Chairpersons. They work with the State Meeting Co-Chairpersons to ensure the success of the annual State Meeting.

**Vice President:** serves as the second in command, working closely with the President. As the official NYSOMOTC-Clubs Liaison, they handle all matters related to the Membership and encourages non-member clubs to join.

**Treasurer:** has the custody of the NYSOMOTC General Fund and the Eleanor Siegel Memorial Fund. Works with the President to formulate an annual proposed budget, pays vouchers, manages the bank accounts, prepares bi-monthly financial reports for the Presidential Papers, files the annual IRS Form 990, prepares the Midterm and year-end Financial Reports and presents the financial books for Audit at the State Meeting.

**Recording Secretary:** digitally records and takes the minutes at the annual State Meeting and the Executive Board Meetings. They call the Roll at the meetings. Using their notes and the recordings, they work with the Minutes Approval Committee to produce the Official Minutes of each NYSOMOTC Meeting.

**Advisor:** appointed by the President with the Executive Board's approval. They provide guidance and counsel to the Officers, Chairpersons and the Member Clubs. They obtain the gift plaque for the outgoing President. They tabulate the Evaluation Forms and reports the results to the membership.

**Parliamentarian:** appointed by the President with the Executive Board's approval. They impartially explain the rules governing the NYSOMOTC to ensure that business is conducted in the proper manner. Duties include: preparing the Roll Calls for all the meetings; presenting amendments to the Bylaws and Standing Rules; distribution of the credentials, the certification of delegates and overseeing the voting process at the State Meeting.

#### **STANDING COMMITTEES**

**Archivist:** is the custodian of all the NYSOMOTC's permanent records, including photo albums and memorabilia. They determine the historical value of individual files submitted, preserves the materials in safe containers, maintains a record of items saved and assists those who request archived items.

**Calligrapher:** prepares the certificates for the Executive Board Members which are presented at the annual State Meeting.

**Chaplain:** presents the opening and closing reflections at the NYSOMOTC meetings; conducts the Memorial Service at the Saturday General Meeting; offers Grace at the Saturday Luncheon and at the Midterm Executive Board Meeting; prepares the Memorial List for the Program Booklet. Cards of sympathy, congratulations and acknowledgement for memorial donations are sent to the members on behalf of the NYSOMOTC. They are the custodian of the Eleanor Siegel Memorial Album.

**Club Scrapbook Page Chairperson:** coordinates all the phases of the contest such as selecting a theme, publishing the rules and obtaining the judges. They work with the State Meeting Chair to arrange the contest set-up displays, judging times, prepares the Certificates of Participation and announces the contest winners at the State Meeting.

**Librarian:** serves as a resource person for the NYSOMOTC membership. They research and report on new books and publications of interest to multiples birth children and families.

**Marie Simmons Scholarship Chairperson:** sends the scholarship applications upon request; receives the documentation from the applicants and sends the application documents to the Committee members for judging. They notify the President, Vice President, the MSS Treasurer/Vice Chairperson and the Committee the names of the scholarship winners and present the awards at the State Meeting. They update the Album of MSS Recipients and display it at the annual State Meeting.

**MSS Treasurer/Vice Chairperson:** keeps an accurate accounting of all funds and financial records pertaining to MSS Fund; presents the financial records for Audit at the State Meeting; receives unaltered copies of all documents sent by applicants and confers with the MSS Chairperson to determine the recipients. They issue the checks for the scholarship recipients and the winner(s) of the annual Calendar Dates fundraiser.

**MSS Committee:** includes five (5) Judging Members and one (1) Alternate. They evaluate the applications and return their results to the MSS Chairperson and the MSS Vice Chairperson by the designated date.

**MSS Fundraiser:** coordinates all phases of the two annual MSS Fundraisers: the Scratch-offs/October and the Calendar Dates/April. Reports are presented at the Midterm Executive Board Meeting and the State Meeting

**Membership Pins Chairperson:** maintains an updated attendance record for each member and guest registered at the State Meeting each year and coordinates the pins presentation ceremony at the Saturday General Meeting.

**Midterm Executive Board Meeting Chairperson:** consults the President and organizes the Midterm Executive Board Meeting, held the 3<sup>rd</sup> Saturday of October. They work closely with the current meeting site to negotiate an acceptable contract for the room rates and the luncheon.

**Newsletter Contest Chairperson:** coordinates all the phases of the contest, publishes the rules and obtains the judges, prepares and presents the Certificates of Participation and announces the winners at the State Meeting.

**Newsletter Editor:** receives articles, publishes and emails the Presidential Papers, the annual Executive Board and Member Clubs' Directories.

**Nominating Committee Chairperson:** is an elected position. They work with the Nominating Committee to present a slate for the election of Officers, held every other year. Other duties include distributing and collecting the Resume Forms, creating the Eligibility List of candidates running for Office and for Nominating Chairperson and conducting the Installation Ceremony.

**Nominating Committee Member:** elected by the membership, these four (4) members work with the Nominating Chairperson to seek candidates and create the slate for the elections of Officers (held every other year)

**Photographer:** creates a pictorial history of the NYSOMOTC at the annual meetings.

**Procedure Manual Chairperson:** prepares the manual revisions as approved by the Executive Board and provides them to the Executive Board and to the Member Clubs via the Website. They distribute the badges, prepare and email the annual State Rep packet to the Member Clubs and to the Webmaster.

**Research/Twin Data Registry Chairperson(s):** create an annual Research Survey and report its findings to the membership at the State Meeting. They collect the Twin Data Registry forms from the Member Clubs and maintain a current database.

**State Meeting Chairperson:** organizes and coordinates the annual State Meeting assisted by the Co-Chairperson and the Host Committee following the Guidelines in the Procedure Manual. This is a two-year planning process and commitment as a member of the Executive Board

**State Meeting Liaison:** the previous State Meeting Chairperson serves in this position. They advise and assist the current and future State Meeting Chairpersons.

**State/National Liaison:** They are the communication link between the NYSOMOTC and the Multiples of America (NOMOTC). They are in charge of preparing and sending the Ad for the Multiples of America (NOMOTC) Convention Journal, with the approval of the Executive Board.

**Twin Photo Registry Chairperson:** collects photos of members and family, the Member Clubs' scrapbook pages and maintains the albums as a permanent pictorial record of the NYSOMOTC membership.

**Ways & Means Chairperson:** organizes the State Raffle conducted at the State Meeting. They create the theme, obtain and display the baskets donated by the Member Clubs represented, sell the raffle tickets and distribute the prizes. They present a sales report at the Sunday Executive Board Meeting.

**Website/Social Media Committee:** Webmaster maintains and manages all phases related to the Website, with the approval of the President and the Executive Board. They organize the Power Point presentation of reports at the annual meetings. The Committee works with the Webmaster to upload updates, post messages on the NYSOMOTC Facebook page and other social media.