

INTRODUCTION

- The NYSOMOTC Procedure Manual is provided for information and use by the Executive Board and the Member Clubs.
- The NYSOMOTC retains ownership of the manual and updates it as needed.
- Our goal is to clearly define the duties and responsibilities of the positions within the NYSOMOTC, to benefit the members and the organization as a whole.
- Procedures for the Executive Board are revised on a regular basis. Board members may notify their proposed changes to the President.
- Upon approval of the Executive Board, the revisions are prepared and distributed by the Procedure Manual Chair.
- The manual updates are emailed to the Officers, the Archivist and the Webmaster.
- The current Procedure Manual is on the website. Board Members Password: **23ForMe**
Club Members Password: **MariE2023**
- The General Procedures for the Executive Board Members follow on the next page.

General Procedures for the NYSOMOTC Executive Board Members

Members of the Executive Board:

- Attend the Sunday Executive Board Meeting.
- Meet with the outgoing officer or the previous committee chair to review any unfinished business and receive files or materials pertaining to their new position.
- The Officers obtain the Procedure Manual, badge and file box from the previous officer or from the Manual Chair.
- All Board Members may access the Procedure Manual online to review the General Procedures, the Bylaws/Standing Rules and the specific duties of their board position,

File Box: At the end of your term of service, turn over the file box and other NYSOMOTC property to the incoming Officer or Chair or to the Procedure Manual Chair. Include the following:

- **Procedure Manual:** an updated hard copy is retained by the Officers, the Archivist and the Manual Chair.
- **Badge:** to be worn at all meetings.
- **Official Minutes:** the Executive Board and State Meetings' Minutes of the past two (2) years.
- **Activity Reports & Expense Vouchers:** retain the past two (2) years.
- **Correspondence:** e-mails or letters sent/received by the officer or chairman
- **Materials** pertaining to your board position.

Archives: Documents older than two (2) years should be placed in a manila envelope, identified with the board position the years, and turned over to the Archivist at the Executive Board Meeting. No need to include Minutes, Directories or past issues of the Presidential Papers.

Board Meetings: The Executive Board - consisting of the four (4) Elected and two (2) Appointed Officers, the Standing Committee Chairs, the Committee Members and Past Presidents are expected to attend the Midterm Executive Board Meeting on the third Saturday of October, the Friday and the Sunday Executive Board Meetings at the annual State Meeting.

- When unable to attend, notify the President and send an activity report.
- If not continuing as a board member, notify the President and arrange the prompt return of all NYSOMOTC materials in your possession.

Activity Reports:

- Write a summary of your activity during your term of service.
- Email a copy to the Webmaster who coordinates the Power Point presentation of reports at the meetings.
- Print eight (8) hard copies to hand out at the board meetings to the six (6) Officers and the two (2) members of the Minutes Approval Committee.
- Retain a copy in your file.

Notifications/Correspondence: Communication between the Executive Board and the Member Clubs is done via the Presidential Papers and by Electronic Mail.

- Type *NYSOMOTC* on the subject line of the email.
- Copy the President and Vice President on all correspondence.
- Reply to state related messages within a week of receipt.
- The official NYSOMOTC letterhead is used when writing to outside parties.
- Retain a copy of all official correspondence in your file.

Expenses: Expense Voucher form is prepared in triplicate. Original and two (2) copies with receipts copied.

- Attach receipts to the original voucher form.
- The original and one (1) copy are sent to the President for her approval.
- The President forwards the original voucher to the Treasurer, who issues your refund.
- Retain a copy of the voucher in your file.

Advances are requested for expenses with the approval of the President.

- Submit the voucher and receipts (as stated above)

Officers' Refundable Expenses: The registration and luncheon fees at the annual State Meeting for the Officers are paid to the hosting club by the NYSOMOTC Treasurer.

- The President's registration fee and one (1) night lodging for the Midterm Executive Board Meeting is paid by the NYSOMOTC Treasury.

Procedure Manual: The proposed revisions are approved by the Executive Board and prepared by the Procedure Manual Chair.

- The updates are emailed to the Officers, the Archivist and the Webmaster.
- The current Procedure Manual is available on the Website (www.nysomotc.org)

Newsletter Articles: Send to the Editor by the designated deadline for each issue of the Presidential Papers. Retain a copy of the article in the file.

Resignation: Notify the President in writing and promptly. The files and any other NYSOMOTC property must be returned to the President or the Procedure Manual Chair by no later than the next Executive Board Meeting, following your resignation notice.