

# REFLECTIONS

The Chair offers the Opening and Closing Reflections at the annual State Meeting and at the Executive Board Meetings, Grace at the Saturday General Meeting and the Midterm Executive Board Meeting Luncheons. They create the Memorial Page for the Program Booklet, conduct the Memorial Service and send cards of acknowledgement to local club members on behalf of the NYSOMOTC

**Prior to the State Meeting:** Select the reflections to be read, bearing in mind that we are a non-racial, non-partisan, non-sectarian organization with a diversity of religious beliefs and ethnic backgrounds.

- Consult the President for approval of selections.
- Prepare a report that includes all notifications received during the year; include the name and club affiliation of any deceased member(s).
- Email report to the Webmaster by the submission due date
- Prepare a list with the names of the deceased members and their club affiliation for the Memorial Page.
- The Memorial Page should be mailed to the State Meeting Chair by no later than **March 30<sup>th</sup>**.

**At the State Meeting:** Present your activity report; the Opening and Closing Reflections for all the meetings and Grace at the Luncheon.

- Friday Executive Board Meeting - Present activity report.
- Saturday General Meeting - Conduct the Memorial Service

**Memorial Service:** Each deceased member is recognized at the Memorial Service.

- Confirm with the State Meeting Chair that the flowers are in the State Meeting equipment bins.
- The Memorial Service takes place at the first half of the Saturday General Meeting. Consult the President to confirm the time.
- Inspirational readings, poems and/or recorded songs may be used, upon consulting with the President.
- The white pillar Memorial Candle is provided by the Nominating Chair.
- Arrange for the lights in the room to be deemed.
- Announcement is made for members not wishing to be present for the service, who may opt to vacate the room

**Cards:** News of birth, illness or death of a member, child, spouse or immediate family member (grandchild or parent) are sent to you by the clubs' State Representative and/or the President.

- Send an appropriate card on behalf of the NYSOMOTC.

**Notification of a member's death:** The State Reps and/or President notify the Chair the deceased member's name and their club affiliation.

- Their name is added to the ES Memorial Book.

**Eleanor Siegel Memorial Book:** Record the deceased member's name and club affiliation.

- The Memorial Book is displayed at the annual State Meeting.
- The Book remains as a permanent part of the Chair's file.

**Donations:** Donations may be made by the local club or an individual to the Eleanor Siegel Memorial Fund or the Marie Simmons Scholarship Fund, in memory of a deceased club member or family member.

- Forward the donation to the corresponding Treasurer.
- Send an acknowledgement to the family of the deceased.

**Super State Rep Award:** A club's notification of member's news or a donation received earns a credit point towards the Super State Rep award. Email the Vice President a list of the clubs who have sent a notification and/or donation by no later than **March 30<sup>th</sup>**.

**Midterm Executive Board Meeting:** Present the Opening and Closing Reflection and Grace at the Luncheon.

- Present an activity report.

**Newsletter Articles:** Write an article for each issue of the Presidential Papers. Mention any occasion for which a card was sent, including the name of the member and their club affiliation.

**Files:** reports, vouchers, correspondence, note cards, the ES Memorial Book and the badge are transferred to the incoming Reflections Chair or to the Procedure Manual Chair at the end of your term.



## Membership News

State Representative: Report member's news to the Reflections Chair and to the President

Name of Club: \_\_\_\_\_

State Rep: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reporting news of: \_\_\_\_\_ Birth \_\_\_\_\_ Marriage \_\_\_\_\_ Anniversary

\_\_\_\_\_ Illness \_\_\_\_\_ Get Well \_\_\_\_\_ Death

Date: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Information:

---

---

---

---

---

**Donations to the Eleanor Siegel Memorial Fund or to the Marie Simmons Scholarship Fund may be sent from a Member Club or an individual member, in memoriam or other significant event.**

**Check payable to the corresponding fund.**

**Donation for: \_\_\_\_\_ ESMF \_\_\_\_\_ MSSF      Amount: \$ \_\_\_\_\_**

**Mail this form & donations to the current Reflections Chair**