

## STATE/NATIONAL LIAISON

The State/National Liaison is the link of communication between the NYSOMOTC and Multiples of America (NOMOTC)

**MOA Convention Ad:** The Liaison handles the placement of a copy-ready NYSOMOTC Ad in the Multiples of America/NOMOTC Convention Journal.

- The page size and cost is approved at the Sunday Executive Board Meeting.
- Submit a voucher to the President to request a check for payment of the ad
- Send a copy of the proposed Ad to the President
- Request a copy of the journal for the Archives.

**Multiples of America/NOMOTC Convention:** The State/National Liaison informs the Executive Board by no later than the State Meeting, if she intends to attend the convention.

- As a NYSOMOTC representative, the Liaison may attend the meeting/luncheon for Presidents and Representatives.
- The NYSOMOTC provides the sum of one hundred dollars [\$100] to the Liaison or an alternate designee, towards the registration fee of the convention.
- Present report of the convention at the Midterm Executive Board Meeting.

**Activity Reports:** prepare and present a report at the meetings. Email a copy to the Webmaster by the submission due date.

**Newsletter Articles:** Write articles for the Presidential Papers and include the convention information.

**Files:** copies of correspondence, reports, Ads, vouchers and badge are returned to the Procedure Manual Chair at the end of your term. The MOA Convention Journals are transferred to the Archivist.