

PRESIDENT

The President serves as the official representative of the NYSOMOTC. They work with the Executive Board to provide direction for a smooth-running organization, initiate projects and ideas, answer questions and diplomatically resolve conflict. They appoint the Advisor, the Parliamentarian, the Standing Committee and Special Committee Chairs. They work with the State Meeting Chairs to ensure the success of the State Meeting.

Incoming President: Prior to the Sunday Executive Board Meeting, finalize the selection of the Advisor and the Parliamentarian. Meet with the following:

- The Outgoing President – Provides you the file box and records, the new Calendar of Events and the Agenda for the Sunday Executive Board meeting. Review any matters that remain pending. Ask them to serve as the Advisor.
- The former Nominating Chair: Provides you a list of members interested in board positions. This list assists you in filling the open board positions.
- Once the process is completed, the list is returned to the new Nominating Chair.
- Retain a copy of this list for your file.
- Candidates for all board appointments should be contacted and their acceptance confirmed prior to the Sunday Executive Board meeting.
- Sign the Letter of Authority (3 originals) which is provided by the Outgoing President.
- Treasurer: Confirm that they have received the signed copies of the Letter of Authority.
- Vice President: Review the agenda for the Sunday Executive Board Meeting, the general plans for the year and your appointments.

Sunday Executive Board Meeting: Begin the meeting promptly.

- Welcome the board members.
- Announce your appointments for Advisor and Parliamentarian and the Minutes Approval Committee.
- Follow the meeting agenda as prepared.
- Circulate the Equipment Inventory and Board Directory lists for the members to fill out.
- Remind all to have a current resume on file.
- Check that board members have received the corresponding files and materials from their predecessor or from the Procedure Manual Chair.
- Provide your address/contact information.
- Review the Editor's schedule for newsletter articles.
- Present your plans for the year.
- Review the proposed budget and any other pending business.

After the State Meeting: Send a card to the host club to thank them for their work and hospitality.

- Send a note of welcome to the board members.
- Provide a copy of the Friday and Sunday Executive Board Meetings' attendance lists to the Recording Secretary.
- Prepare and send to the Newsletter Editor, the President's Letters, the Executive Board Directory and Calendar of Events.
- Review the files received, the Bylaws/Standing Rules and the Procedure Manual.

Officers: Maintain regular contact with the Vice President, the Recording Secretary, Treasurer, the Parliamentarian and the Advisor.

- **Vice President:** Copy them on all your outgoing and incoming correspondence. Check status of clubs' payment of dues, that the stats forms have been forwarded to the Editor and the clubs dues to the Treasurer promptly.
- **Recording Secretary:** Assist them to ensure that the meetings' minutes are accurate and mailed in a timely manner. They mail you the drafts of meeting minutes for your review.
- **Treasurer:** Work with them to keep an accurate account of the State's finances. Sign the new bank account documents. The President, although not a co-signer, should have the access information on both accounts and may sign checks in an emergency situation. Check that the

Letter of Authority (see below) is filed with the new banks where the NYSOMOTC funds are established and that a copy has been mailed to the IRS Office (see Treasurer) the annual IRS electronic tax filing (of Form 990) is to be completed no later than **May 15th**. Copies of these documents are kept in the President's and the Treasurer's file. The Treasurer publishes a current financial report in each issue of the Presidential Papers and forwards a copy of each report for your file.

- **Parliamentarian:** Review any pending Bylaws/Standing Rules amendments and parliamentary issues that arise during the year. They prepare and provide the Roll Calls for all the meetings.
- **Advisor** – consult any matters that may arise during the year

Standing Committee Chairs: Supervise the work of the Chairs, except the Nominating Committee. The President is an ex-officio member of all other committees. Specific duties involving Chairs include:

- **Archivist:** They receive the annual state meeting's photos on a flash drive from the Photographer
- **Reflections:** Inform them of any member news brought to your attention. Review the material for the Memorial Service, the Opening and Closing Reflections and Grace for all the meetings.
- **Club Scrapbook Page & Newsletter Contests:** Review changes in rules and point systems; sign certificates for club participation and for the winners. Remind the Chairs to send the contest information for the Third Call and the Program Booklet
- **Marie Simmons Scholarship Committee:** monitor the activity of the Committee and the annual fundraisers. Send the letter of congratulations to the scholarship recipients
- **Membership Pins:** Assist the Chair in presenting the pins to the recipients.
- **Midterm Executive Board Meeting:** Obtain an attendance list in advance of the meeting.
- **Newsletter Editor:** Review deadlines, the Calendar of Events and updates in the Executive Board and the Member Clubs' Directories.
- **Nominating Chair:** Assist them in encouraging members to submit a Resume. As President elect, inform your selection of the Installing Officer prior to the Installation Ceremony.
- **State Meeting Chair:** monitor their progress during the year (as per the State Meeting Guidelines); review and approve Third Call and prepare the pages for the Program Booklet. Obtain a copy of the attendance/registration list; provide space in the agendas for bid and skit presentations; sign the State Meeting Loan Request Form for the future host club.
- **Photographer:** Remind the membership at all functions, to give priority for taking photos.
- **Research:** Review the annual Survey. Sign the certificates of participation to be distributed at the Saturday General Meeting.
- **Ways & Means:** Confirm the theme for the club baskets' raffles.
- **Website:** Consult the Webmaster regarding updates to the website and the submission due date for the activity reports.

Notifications/Correspondence:

Communication between the Executive Board and the Executive Board is done via the Presidential Papers and by Electronic Mail.

- For criteria on electronic mail refer to the Bylaws: Article VI. Executive Board- Letter D
- Type NYSOMOTC on the subject line of the mail.
- Retain a copy of all correspondence in your file.

Prior to all Executive Board Meetings: Remind the board members of the deadline for agenda items, submission due date of their activity report to the Webmaster, expense vouchers and to confirm their attendance.

- If not attending the meeting, remind board members to provide you a copy of their activity report.
- Review the list of Unfinished Business provided by the Recording Secretary.
- Prepare the meeting's agenda. List all living Past Presidents.

Prior to the State Meeting Weekend:

- In the Jan/Feb. issue of the Presidential Papers, remind the board members to send items for the agenda to you by **March 1st**
- Vouchers are due back to you by **April 1st**. Mail to the Treasurer no later than **April 10th**
- Review the list of Unfinished Business provided by the Recording Secretary.

- Remind the Officers and Committee Chairs to prepare and email their activity report and to bring their files.
- Work with the Treasurer to prepare the Proposed Budget for the new year.
- Review the delegates' registration and voting procedures with the Parliamentarian, any proposed amendments to Bylaws/Standing Rules and the Roll Calls for each meeting.
- Create the agendas for the Friday and Sunday Executive Board Meetings, the Saturday General Meeting and the preliminary Calendar of Events.
- Confirm the preparation of the certificates for the Executive Board
- Confirm the availability of the Memorial Book with the Reflections Chair and the Book of MS Scholarship Recipients with the MSS Chair
- Prepare the Letter of Authority if you are the Outgoing President or whenever a change of Officers takes place.

Letter of Authority: Three (3) originals of this letter are prepared by the outgoing President, or whenever a change of Officers takes place. A sample is in the file. All three (3) copies of the letter are signed at the State Meeting, by the outgoing and incoming officers. An original is used by the Treasurer of the NYSOMOTC's General Fund and the MSS Treasurer to establish separate bank accounts. The third original is mailed by the State Treasurer to the IRS Service Center, Ogden, UT 84201

Newsletter Articles: Prepare the President's letters for the general membership and the Executive Board for each issue of the Presidential Papers. Include reminders about deadlines and general duties. Prepare the Executive Board Directory for the new term and send it to the Editor for the May/June issue.

At the State Meeting:

- **Friday Executive Board Meeting** – Acknowledge the board members prior to closing the meeting. Sign the Certificates of Participation for the Club Scrapbook Page and Newsletter Contests and the Research Survey.
- **Saturday General Meeting** - At the opening of the morning session identify the ordinal number of the State Meeting – ex: '*The 45th State Meeting of the NYSOMOTC...*'
 - ✓ Acknowledge the members of the Executive Board and Past Presidents in attendance.
 - ✓ Audit Committee results must be accepted after each financial report is presented.
 - ✓ No NYSOMOTC business may be conducted while a motion or votes are being processed.
 - ✓ The President calls for nominations from the floor three (3) times.
 - ✓ The following wording should be used when closing the nominations:
"The nominations for the office of _____ are now closed."
 - ✓ Before adjournment, invite the newly elected President to declare the meeting officially closed.
 - ✓ Meet with the new President to transfer the files and other materials.
 - ✓ As the outgoing President, sign the Letter of Authority (3 originals).
- **Sunday Executive Board Meeting:** As the immediate Past President, you may be called upon to serve as the Advisor. Attend the Board Meeting and assist the incoming President to provide a smooth transition. As the newly elected President, follow the meeting's agenda provided by the former president.

President's Monthly Calendar: Use as a reminder of the tasks to be accomplished during the term of office. Adjust as needed.

File Box: copies of reports, vouchers, the Executive Board and Member Clubs' directories, correspondence, State Meeting Final Report, the updated Procedure Manual and the badge are transferred to the incoming President, immediately following the Saturday General meeting.

President's Monthly Activity Calendar

April - at the State Meeting:

- Incoming and Outgoing President - Sign the three (3) copies of the Letter of Authority

May – following the State Meeting:

- Send Thank-you note to the State Meeting Chair and the Host Club's president
- Send welcome note to each Board Member
- Review/organize the contents of file box.
- Review the Bylaws, Standing Rules and the Procedure Manual.
- Prepare the President's Letter & Executive Board Letter, the Directory and the Calendar of Events – and send to the Newsletter Editor for the May/June issue of PPs
- Work with the Treasurer regarding the prompt set up of the new bank accounts and the IRS electronic filing by **May 15th**

June

- Send articles to the Newsletter Editor
- Contact the Vice President on status of unpaid clubs
- Notify the Webmaster any current updates for the website.
- Check with the former and new Recording Secretaries for an update on the transcription of the State Meeting Minutes. First drafts are due out to the Minutes Approval Committee, the President and the Parliamentarian six (6) weeks after the State Meeting or no later than mid-June.

July/August

- Consult the Vice President and the Newsletter Editor regarding the status of paid clubs to date
- Request the list of unfinished business from the Rec. Secretary.
- The mailing of the official State Meeting Minutes to be completed by **September 1st**.
- Contact the former State Meeting Chair re: preparation of their Final Report
- Contact the MSS Fundraiser – for an update on the October fundraiser

September

- Approve and forward vouchers to the Treasurer.
- Review the Minutes of the State Meeting (Friday and Sunday Executive Board Meetings and Saturday General Meeting) and the list of Unfinished Business to add to the Agenda.
- Contact the Reflections Chair re: the reflections for the Midterm Meeting.
- Remind the Board Members to send you their items for the agenda; to confirm their attendance and prepare a written activity report.
- The activity report is emailed to the Webmaster (for the Power Point presentation) by the submission due date. If not attending the meeting, their report is also emailed to you.
- Type the first draft of the Agenda
- Consult with the State Meeting Co-Chairs on the progress of the Third Call – a draft is e-mailed to you by the Midterm Executive Board Meeting

October

- Request the registration list from the Midterm Meeting Chair
- Confirm your hotel room arrangements with the Midterm Chair
- Obtain the Roll Call from the Parliamentarian; review for accuracy.
- Remind Board Members to bring their files, badge and their copies of the State Meeting Minutes, the Calendar of Events, the Member Clubs and Executive Board Directories
- Finish the Agenda.
- Organize your files and materials for the meeting.
- Complete the review of the Third Call packet with the State Meeting Chair.

Immediately After Midterm Meeting:

- Send articles to the Newsletter Editor
- Follow up with board members who were absent
- Follow up with the State Meeting Chair & the State Meeting Liaison on the Third Call editing process

November

- Confirm the mailing of the Third Call packet with the State Meeting Chair
- MSS Fundraiser mails the Calendar Packet to the Member Clubs
- Check with the Recording Secretary on the status of the Midterm Executive Board Meeting Minutes.
- The 1st draft should be mailed to the Minutes Approval Committee, the President and the Parliamentarian six (6) weeks after the meeting or no later than end of November.

December

- Send articles to the Newsletter Editor
- Third Call packet is mailed to the membership and published on the website by **December 1st**.

January

- Email the Executive Board any updates and reminders as needed
- Contact the Recording Secretary for the list of unfinished business.
- The mailing of the official Midterm Executive Board Minutes to be completed by **February 1st**.
- Type the President's Welcome Letter, the Executive Board, List of Past Presidents and Past State Meeting Sites; send to the State Meeting Chair for the Program Booklet
- Confirm with the Parliamentarian the Credential mailing to the Officers, the Past Presidents and the Member Clubs

February

- Parliamentarian mails credentials by **February 1st**.
- Review the Midterm Executive Board Meeting Minutes for any pending matters and add to the Friday's Board Meeting Agenda
- Contact the MSS Chair to update you on the scholarship committee's progress
- Send articles to the Newsletter Editor

March

- Contact the Nominating Chair for an update on the Committee's work (on election year)
- Follow up with the Parliamentarian on the preparation of the Roll Calls for the Friday and Sunday Executive Board Meetings and the Saturday General Meeting (only includes Officers, Past Presidents and Clubs' Delegates).
- Contact the Vice President regarding the State Reps and Super State Reps' certificates
- Confirm the preparation of certificates for the board members with the Certificates Chair.
- Contact the State Meeting Chair to check on the status of registrations and to send you the Attendance List.
- Secure a token gift for the Recording Secretary.
- Remind the Executive Board to confirm their attendance to the State Meeting; to prepare a written year-end activity report and email it to the Webmaster by the submission due date; bring their files and badge
- Send the Letter of Congratulations to each of the scholarship recipients (sample letter on file)
- Confirm your hotel room arrangements with the State Meeting Chair

April

- Type the Agendas for the Friday and Sunday Executive Board Meetings and the Saturday General Meeting (include any unfinished business); your end-of-year reports for the Friday Executive Board and the Saturday General Meetings; the new Calendar of Events for the Sunday Executive Board Meeting.
- Outgoing President - prepare the Letter of Authority (3 originals) – the Incoming and Outgoing Officers sign it at the conclusion of the Saturday General Meeting.
- Contact the State Meeting Chair for last minute details
- Vouchers are due to you by **April 1st**. Mail vouchers to the Treasurer(s) by **April 10th**.
- Treasurer to prepare the Proposed Budget and financial reports.
- Webmaster and the Committee provide all the copies of the reports for the meetings.
- Prepare your speeches.
- Write thank you notes for your Executive Board. (A token gift is optional and paid by you)
- Organize your files; including the updated Procedure Manual & the badge.

Newsletter Articles

- President's letter to the membership and to the Executive Board for each issue.



New York State Organization of Mothers of Twins Clubs

LETTER OF AUTHORITY

President: Re-type letter in similar format; edit as necessary. Provide three (3) originals

The signatures of all outgoing and incoming Officers and the Marie Simmons Scholarship Treasurer/Vice Chair must be obtained at the State Meeting.

The Treasurer and the MSS Treasurer/Vice Chair: provide one (1) letter to the bank(s) where funds are held; one letter is mailed to the IRS by the Treasurer.

_____ (date)

To whom it may concern:

Please be advised that on April ____, 20____, elections were held at the Saturday General Meeting, in accordance with the Bylaws of the New York State Organization of Mothers of Twins Clubs.

The Officers for the 20____ – 20____ year (listed below) have concluded their terms:

_____, President _____, Vice President

_____, Treasurer _____, Recording Secretary

The newly Elected Officers for the 20____ - 20____ year are:

_____, President _____, Vice President

_____, Treasurer _____, Recording Secretary.

The Elected Officers have full authority to operate the Organization and the accounts held in the name of the New York State Organization of Mothers of Twins Clubs.

_____ was appointed Treasurer of the NYSOMOTC Marie Simmons Scholarship Fund and has full authority to operate this account.

Sincerely,

(Print name)
President 20__ - 20__

(Print name)
Vice President 20__ - 20__

(Print name)
Treasurer 20__ - 20__

(Print name)
Recording Secretary 20__ - 20__

(Print name)
President 20__ - 20__

(Print name)
Vice President 20__ - 20__

(Print name)
Treasurer 20__ - 20__

(Print name)
Recording Secretary 20__ - 20__

(Print name)
MSSF Treasurer 20__ - 20__

NYSOMOTC Equipment Inventory List 20__ - 20__

[illegible]

NYSOMOTC Executive Board Directory 20____ - 20____

[illegible]