

## VICE PRESIDENT

The Vice President serves as the second in command, when called upon. They work closely with the President and is prepared to step in as President, should there be a need. They handle all matters related to the membership as the official liaison between the NYSOMOTC and the Member Clubs.

**At the State Meeting:** the newly elected Vice President obtains the files from the outgoing Vice President.

- Meet with the President to review any pending matters of the Executive Board, the agenda for the Sunday Executive Board Meeting and plans for the coming year.

**Following the State Meeting:**

- Review the VP files, Bylaws/Standing Rules and the Procedure Manual.
- Write an article for the Presidential Papers to introduce yourself.
- Inform the State Reps to send you their Statistics Form and Dues as well as their club's newsletters.
- Write the Turtle article for each issue of the Presidential Papers.

**Club's Stats Form and Dues:** are due by **June 1<sup>st</sup>**.

- Review the Stats forms for accuracy.
- Mail the checks, Financial Transmittal Form and a copy of the Stats form to the Treasurer.
- Provide copies of the Stats forms to the President, the Newsletter Editor and for the VP files.
- Keep a copy of the current Member Clubs' Directory.

**Delinquent Dues:** Email the State Reps of those clubs who become delinquent in payment of dues by July 15<sup>th</sup>.

- Copy the President, Treasurer and the Newsletter Editor.
- A second delinquent notice at the August 15<sup>th</sup> deadline.
- A third notice at the September 15<sup>th</sup> deadline.

**New Member Clubs:** Upon receipt of their Stats and Dues, email the club's president welcoming the club to the NYSOMOTC and remind them to send their newsletters to the Vice President. Add that the Procedure Manual is on the website ([www.nysomotc.org](http://www.nysomotc.org)) and provide the login passwords for the "Members Only" section. Copy the President.

**Non-Member Clubs:** Maintain contact with these clubs and encourage them to re-join the State Organization.

**Clubs Stats to the Newsletter Editor:** Stats forms must reach the Editor by the mid-August deadline so that the Editor may create the Member Clubs' Directory, which is published in the Sept/Oct. issue of the PPs. Continue to update the Editor as you receive late Stats and dues from clubs.

**Midterm Executive Board Meeting:** Your attendance is expected. If you cannot attend, notify the President immediately.

- Present a written report of your activity, including member clubs' renewal status and any other matters related to the Membership.

**Prior to the State Meeting:**

- Confirm with the Parliamentarian that clubs with members attending the State Meeting have submitted their Credential Forms.
- Have the Certificates Chair prepare the certificates for the current State Representatives and for the Super State Reps.
- Obtain club participation from the corresponding Chairpersons of the Newsletter and Club Scrapbook Page Contests, Research, MSS Fundraiser, Twin Photo Registry, Unity Project, Show & Sell, Midterm Executive Board Meeting, and the previous year State Meeting.
- Determine the winners of the Super State Rep Award based on the guidelines.
- Provide the number of SSR gold pins to the Procedure Manual Chair by **April 1<sup>st</sup>**.
- Prepare your activity report and email to the Webmaster by the submission due date.
- Organize the file box and the Procedure Manual.

**Super State Rep Award:** Determine the winners using a chart to record the monthly reports and newsletters received, club articles sent in for the Presidential Papers, participation in the various NYSOMOTC initiatives, contests and attendance at the annual meetings. Refer to the SSR guidelines in the Procedure Manual.

**At the State Meeting:** Assist the President as needed.

- Present your activity report at the Friday Executive Board Meeting and the Saturday General Meeting
- Present the Certificates of Recognition to the State Reps and the Super State Rep awards at the Saturday General Meeting.
- Sign the Letter of Authority (3 copies)
- If you are the outgoing VP, transfer the file box, the Procedure Manual and badge to the incoming Vice President

**Newsletter Articles:** Submit an article for every issue of the Presidential Papers.

- May/June issue - highlight the State Meeting and the names of the Super State Reps; remind the clubs to observe the dues renewal deadline.
- In future issues encourage the membership to participate in the on-going projects, the importance to be represented at the annual meetings and to submit a resume for a board position.
- Request assistance in locating newly formed clubs.

**Files:** copies of reports, vouchers, correspondence, Minutes, the updated Procedure Manual and badge are turned over to the incoming Vice President, immediately following the Saturday General Meeting.

## **Vice President's Monthly Activity Calendar**

### **May**

- Write your 1<sup>st</sup> article for the Presidential Papers. Provide your address for their dues mailing.
- Review the files received, the Procedure Manual, Bylaws/Standing Rules

### **June**

- Clubs' Dues due to the VP by June 1<sup>st</sup>
- Check for accurate payment of fees and complete the bottom of each form
- Create a log for the Super State Rep requirements
- Document receipt of clubs' correspondence
- Read the monthly newsletters submitted.
- Include club highlights in the Turtle article for the Presidential Papers.
- Submit article for the Presidential Papers - due the 2<sup>nd</sup> week in June
- By the end of June, mail the Dues & Statistics Forms to the Treasurer.
- Make 3 copies of the Stats Form from each club.
- Send the originals, a Financial Transmittal Form and the clubs' checks to the NYSOMOTC Treasurer.
- Send a copy to the State President and to the Newsletter Editor. Keep a copy for the VP files

### **July**

- 1<sup>st</sup> week in July - email a reminder to the state rep and president of delinquent clubs that their dues will be delinquent as of July 16<sup>th</sup> and a late fee of \$5.00 will be applied.
- Continue to document receipt of the member clubs' dues mailings
- Mail dues and copies of the Statistic Forms to those mentioned above

### **August**

- Send an article to the Newsletter Editor
- 1<sup>st</sup> week in August - remind delinquent clubs of the 2<sup>nd</sup> late period, which will be August 16<sup>th</sup> and the late fee of \$10.00
- Copies of the Statistics Forms sent to the Newsletter Editor and the President by no later than mid-August
- Work with the Editor so they can create an accurate Member Clubs' Directory, which is published in the Sep/Oct Presidential Papers

### **September**

- Make your hotel reservation by September 1<sup>st</sup> for the Midterm Executive Board Meeting
- Mail your registration and fee to the Midterm Executive Board Meeting Chair
- Prepare a report; include the number of member clubs paid and their membership count.
- Email your activity report to the Webmaster by the submission due date.
- Email the State Reps encouraging their attendance and ask them to confirm whether or not their club will be represented at the Midterm Executive Board Meeting.

### **October**

- Attend the Midterm Executive Board Meeting and present an activity report.
- Send an article to the Newsletter Editor, immediately after the meeting.
- Continue to update the Newsletter Editor and the President on receipt of late clubs' stats and dues

### **November- January**

- Correspond with the State Reps and the President, as needed.
- Maintain the SSR log to determine who will be eligible for the SSR award.

## **February**

- Fill out and return your credential form to the Parliamentarian
- Mail your State Meeting registration and fees to the Registration Chair
- Email the contests and committees Chairs asking for a list of clubs participating in their events/contests at the State Meeting; add information to the SSR log
- Send the President items you suggest to have included in the agendas for the meetings.

## **March**

- Begin preparations for the State Meeting; make your hotel reservation
- Determine the winners of the Super State Rep award
- Provide the State Representatives' information to the Certificates Chair so she can print the certificates
- Prepare your activity report and email to the Webmaster by the submission due date.
- Organize the files; be sure you have the badge and that the Procedure Manual is up to date.
- Mail your expense voucher with receipts to the President
- Check with the Parliamentarian that the clubs represented at the State Meeting have their credentials on file

## **April**

- Provide the number of SSR gold bars needed to the Procedure Manual Chair by **April 1st**
- Follow up with the President and offer your assistance
- Attend the State Meeting.
- As an Outgoing or Incoming Officer - sign the Letter of Authority (for the bank accounts)
- If you are the outgoing VP, transfer the file box and other materials to the incoming VP.