



2020 NMA Chapter Leadership Training
Saturday, April 25, 2020
12:30 pm EDT

Secretary and Treasurer

Glenn Button

2020 NMA Recognition Chair



TODAY'S CLT FACILITATOR IS...



**2020
NMA
Chapter
Leadership
Training**



Glenn Button

2020 NMA Recognition Chair

Individual Member

Huntington Beach, CA



A SECRETARY IS...



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A **SECRETARY** is a leader of the Chapter that has many administrative duties. In addition to serving as the “Office Manager” actions include:

- ❑ Communication throughout the Chapter, to the National Staff and to Administrators in their company
- ❑ Distributing notices and agendas
- ❑ Forwarding status reports
- ❑ Preparation of meeting documents
- ❑ Managing and maintaining membership records
- ❑ Recording minutes
- ❑ Coordinating with other Chapter Leaders
- ❑ This office may also be known as Communications



A SECRETARY DOES...

- ❑ Reach out to prospective and new members
- ❑ Coordinate with Chapter Leaders
- ❑ Remind membership about upcoming events
- ❑ Stay informed of changes in Chapter, Chapter host organization and updates the National organization
- ❑ Compile annual schedule of milestones and calendar of events
- ❑ Coordinate with Treasurer or Finance VP to maintain accurate membership rosters and fiscal reporting between NMA National staff and the Chapter



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MEETING MANAGEMENT



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1. Meeting invitations

- Include when, where, and how long the meeting will last in the notice
- List the goals and expected outcomes of the meeting

2. Develop an agenda

- If known, list owners of the agenda topics
- Be realistic about time needs for discussion and problem solving
- The agenda helps assure that all items are addressed
- Notifies others what will be discussed ahead of time

3. Take Meeting minutes

- Include motions, and vote counts
- Record start and adjournment time and list of attendees
- Distribute meeting minutes within 2 weeks or less
- Include any actions or volunteers assigned and completion dates



REPORTING AND RECORDING



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Reference guide for reporting information:

□ **Membership:**

- Forward roster and contact information to NMA National office
- Forward slate of incoming Chapter Officers to NMA National office and their contact information after elections
- Upon request, NMA National staff will send membership card to all new members

□ **Membership reports:**

- Must be completed for both annual and payroll Chapter types
- Work closely with President, Treasurer and Membership Chair on these
- Typically the Secretary has responsibility for the reporting and Treasurer responsibility is to track payment and its recording

□ **Tiered membership:**

- Special membership above and beyond the Chapter or Individual member
 - ✓ *Senior member - Good standing 5 years or more with special leadership experience*
 - ✓ *NMA Fellow - After 3 years of standing as a Senior member*
 - ✓ *Fellow Emeritus – Fellow in good standing after retirement with continuing leadership contributions*



REPORTING AND RECORDING



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Reference guide for reporting information:

❑ **CAR-1 reports:**

- Update CAR-1 forms recording Chapter activity. Submit updates monthly to the NMA National office

❑ **Dues:**

- New Members must pay one time registration fee
- Reinstated Members have registration fee waived
- Current members: Fee schedule set up by monthly or yearly rates. Verify charter date to determine rates
- Retirees staying with NMA pay no dues
- Membership extended to spouses at \$25 per year; discounts on conference attendance
- Registration Fees are charged for all new members – both chapter and individual
- Member Roster Substitutions:
 - ✓ Annual chapters may substitute for those dropped
 - ✓ Registration fees still apply



- This worksheet is to be submitted to the NMA National Office.
- Its purpose to list the actual current Chapter monthly membership totals
- List contact information so members may be included in the value-added benefits of the organization.
- Submit with the NMA Payroll Dues form.

[illegible]

CHAPTER DUES SCHEDULE



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- This schedule is intended to be a reference for the Chapter leaders for the Annual NMA dues to the National Office
- There is a three month window for final submission, but there may be follow up from NMA National Staff or National Directors to Chapter leaders prior to or just after this time period

IF YOUR FISCAL YEAR ENDS ON LAST DAY OF:	YOUR NEW FISCAL YEAR BEGINS 1 st DAY OF:	DUES ARE PAYABLE TO NMA BY THE END OF:	DUES ARE DELINQUENT IF NOT PAID BY:
June	July	July	September 30
July	August	August	October 31
August	September	September	November 30
September	October	October	December 31
October	November	November	January 31
November	December	December	February 28
December	January	January	March 31
January	February	February	April 30
February	March	March	May 31
March	April	April	June 30
April	May	May	July 31
May	June	June	August 31




ANNUAL DUES SCHEDULE



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- Annual dues are invoiced one time a year.
- This worksheet is for annual chapters to calculate the registration fees (one-time fee) and actual dues owed for the year... or for any additional members who pay or join during the year. It should be returned electronically to NMA when complete.
- An electronic payment should be made or a check forwarded annually to NMA as noted on the annual chapter dues schedule.



ANNUAL DUES WORKSHEET

Headquarters Only

Date Rec: _____

Check #: _____

Chk. Amt: _____

Please complete the green and blue areas. The totals will be calculated for you.

MONTH FISCAL YEAR ENDS: _____

DATE: _____ CHAPTER #: _____

NAME OF CHAPTER: _____

	# MEMBERS		TOTAL \$ AMT
1 New chapter members who joined during the <u>first 6 months</u> of chapter's fiscal year	+ 2	@ \$35.00	\$70.00
2 New chapter members who joined during the <u>last 6 months</u> of chapter's fiscal year	+ 0	@ \$17.50	\$0.00
3 *TOTAL REGISTRATION FEES LISTED FOR ALL NEW MEMBERS ON LINES 1 and 2 <small>*A registration fee of \$20 per new chapter member is required for those who have never been affiliated with NMA. Spousal members pay no registration fees.</small>	2	@ \$20.00	\$40.00
4 Members Renewing	+ 50	@ \$35.00	\$1,750.00
5 Former members reinstated during <u>first 6 months</u> of chapter's fiscal year	+ 5	@ \$35.00	\$175.00
6 Former members reinstated during <u>last 6 months</u> of chapter's fiscal year	+ 0	@ \$17.50	\$0.00
7 Less Substitutions who were previous members of NMA	5		
TOTAL CHAPTER MEMBERS REPORTED ABOVE	52		
8 Spousal members who joined during the <u>first 6 months</u> of chapter's fiscal year	+ 0	@ \$25.00	\$0.00
9 Spousal members who joined during the <u>last 6 months</u> of chapter's fiscal year	+ 0	@ \$12.50	\$0.00
TOTAL SPOUSAL MEMBERS REPORTED	0		
TOTAL LINES 1,2,4,5,6,8,9-AMT OWED NMA ON THIS REPORT (PAY THIS AMOUNT)			\$2,035.00
Chapter Secretary:			Phone: _____
Email address:			



PAYROLL DUES WORKSHEET



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- Payroll chapters are invoiced each month by the NMA office.
- This NMA Payroll Chapter Dues Worksheet is available online and should be returned electronically each month when it is completed.
- It is a reporting form for number of members, registration fees and the monthly dues for each member

- A check or electronic payment should be submitted to the NMA office as noted on this form. Submit dues electronically or via check with this form..

NMA PAYROLL CHAPTER DUES WORKSHEET		Headquarters Only	
Chapters Chartered before January 2009		Date Rec:	Check #:
		Chk. Amt.	
Please complete the green and blue areas. The totals will be calculated for you.		REPORT FOR MONTH OF:	
DATE:		CHAPTER #:	
NAME OF CHAPTER			
	# MEMBERS	Enter the appropriate membership figures in the blue fields and the amounts will automatically be calculated for you.	
Prior month's ending membership total	0		
New members reported this month	+ 0		
Former members reinstated	+ 0		
Members deleted this month	- 0		
TOTAL CHAPTER MEMBER \$ REPORTED		0	@ 2.92 \$0.00
TOTAL SPOUSAL MEMBER \$ REPORTED		0	@ 2.09 \$0.00
*New member registration fees - chapter members		0	@ 20.00 \$0.00
*A registration fee of \$20 per new chapter member is required for those who have never been affiliated with NMA. Spousal members do not pay registration fees.		PAY THIS AMOUNT - TOTAL DUES OWED NMA THIS MONTH \$0.00	
Name/Chapter Secretary:		Phone:	
Email address:			
<p>PLEASE NOTE: Complete the Membership Worksheet (tab at bottom) if you have any New Members, Reinstated Members, Deleted Members, Renewals, Address Changes, and/or Name Changes during the month you are reporting.</p> <p>An invoice was sent to you for dues based on the last number of members reported to NMA. Please complete this worksheet to calculate your TOTAL dues owed NMA for the month you are reporting. We will make adjustments to your invoice as necessary. You have 3 options to submit your dues:</p> <ol style="list-style-type: none"> 1. Complete the worksheet and email both forms back to NMA and snail mail your check separately. 2. Complete this worksheet and snail mail both the invoice and worksheet along with your check to NMA. 3. Complete the worksheet, email both the worksheet and invoice to NMA, and use your online banking to submit your dues. <p>Snail mail to: Membership Records, NMA, 2210 Arbor Boulevard, Dayton, OH 45439.</p> <p>Email to: robin@nma1.org</p> <p>Any questions should be addressed to Robin Furlong at 937-294-0421 or robin@nma1.org.</p> <p>Comments:</p>			



A TREASURER IS...

The Chief Financial Officer of the organization who is entrusted with the receipt, care and disbursement of funds.

Key action include:

- ☐ Preparation of a well-rounded budget
- ☐ Reporting balance of income and expenses monthly
- ☐ Distributing financial reports
- ☐ Forwarding status reports
- ☐ Recording receipts on a timely basis
- ☐ Paying bills on a timely basis
- ☐ Managing and maintaining membership dues records
- ☐ Coordinating with other Chapter Leaders
- ☐ Reporting annually to the Internal Revenue Service



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A TREASURER DOES...



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1. *Budgeting*

- Engage all stakeholders who are responsible for staying on budget
- Include a copy of the previous budgets, the Chapter's goals and objectives, as well as fixed and anticipated costs
- Establish an annualized timeline: Have the budget approved by the Board at least two months before the new fiscal year begins

2. *Reporting*

- Review the Income and Expense statement and the bank balance monthly with Chapter leaders
- Identify risks, issues, and concerns with the cash flow and discuss frequently with Chapter leaders
- Prepare fiscal reports annually for review
- Prepare and submit IRS tax forms by the prescribed deadline

3. *Banking*

- Keep clear records that need to be kept for both expenses paid and for deposits--membership dues and other revenues
- Make sure there's 3 authorized signers and a taxpayer identification number on all banking institution accounts (necessary to manage accounts)



TAXES



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- NMA has been assigned the 501(c)6 tax exempt status
- Form 990 is an "information return" and is required to be filed under the provisions of the **Internal Revenue Code Section 6033**
- Non-profits that are exempt from tax under the provisions of Internal Revenue Code Section 501(a) generally must file either **Form 990** or the shorter **Form 990-EZ** (if the Chapter has less than \$50,000 in gross receipts) or **Form 990N** (postcard) each year
- **Schedule A** is used to report information that is not open for public disclosure. This includes information about the compensation of officers, employees, and independent contractor
- **Form 990 / 990-EZ** and **Schedule A** must be filed by 15th day of the fifth month following the end of the organization's tax year
- The tax year for most non-profits ends on December 31st, so the normal filing deadline is **May 15th**. If the deadline falls on a Saturday, Sunday or legal holiday, the returns are due on the next business day
- Non-profits can request an automatic three-month extension of time to file all information returns by submitting **Form 8868**, Application for Extension of Time

To File an Exempt Organization Return or more information go to

<https://www.irs.gov/charities-non-profits>



TRANSITIONING



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- ☐ Fully brief incoming Secretary and Treasurer providing orientation to what is recorded and what is reported
- ☐ Provide organized information
- ☐ Treasurers analyze previous budget performance and Explain bookkeeping rationale
- ☐ Provide a copy of the IRS Tax return for reference
- ☐ Secretaries compile reports and past meeting minutes
- ☐ Participate in all planning sessions as a mentor
- ☐ Keep goals front and center during the process
- ☐ Leave good records & instructions behind!!!
- ☐ Review audit report and work with incoming Treasurer for implementation of suggested changes





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**Lessons
Learned??**

