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...

Glenn Button
2020 NMA Recognition Chair
Individual Member
Huntington Beach, CA
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
MEETING MANAGEMENT

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
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

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
MEMBERSHIP WORKSHEET

- This worksheet is to be submitted to the NMA National Office.
- Its purpose is 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.

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<thead>
<tr>
<th>Name</th>
<th>Address and Email Address</th>
<th>Action</th>
<th>Action Details</th>
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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.

### CHAPTER DUES SCHEDULE

<table>
<thead>
<tr>
<th>IF YOUR FISCAL YEAR ENDS ON LAST DAY OF:</th>
<th>YOUR NEW FISCAL YEAR BEGINS 1st DAY OF:</th>
<th>DUES ARE PAYABLE TO NMA BY THE END OF:</th>
<th>DUES ARE DELINQUENT IF NOT PAID BY:</th>
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<tbody>
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<td>June</td>
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<td>August 31</td>
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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.
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.
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.

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### Payroll Dues Worksheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Report for Month:</th>
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</table>

#### Members

<table>
<thead>
<tr>
<th>Name of Chapter</th>
<th># Members</th>
<th>Enter the appropriate member figures in the blue fields and the amount will automatically be calculated for you</th>
</tr>
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<tbody>
<tr>
<td>Payroll chapters existing membership total 0</td>
<td>0</td>
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<tr>
<td>New members reported in the month - 0</td>
<td>0</td>
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<td>Former members reinstated + 0</td>
<td>0</td>
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<tr>
<td>Members deleted this month - 0</td>
<td>0</td>
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</table>

| Total Chapter members reported | 0 | 232 | $9.00 |
| Total new members reported | 0 | 232 | $9.00 |
| New member registration fee - chapter members | 0 | 232 | $9.00 |

Pay this Amount - Total Dues Owed NMA this Month $9.00

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**NOTICE:** Complete the Membership Worksheet (tab at bottom) if you have any New Members, Transferred Members, Deleted Members, Mailing, Address Changes, and/or Name Changes during the month you are reporting. An invoice will be sent to you for dues based on the last number of members reported to NMA. Please complete the worksheet to calculate your TOTAL due per NMA for the month you are reporting. We will make adjustments in your invoice as necessary. You have 3 options to submit your dues:

1. Complete the worksheet and email both forms to NMA and NMA will mail your check separately.
2. Complete the worksheet and mail both the invoice and invoice along with your check to NMA.
3. Complete the worksheet, mail both the invoice and invoice to NMA, and use your online banking to submit your dues.

Email: billing@nma.org

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Any questions should be addressed to Robin Furlong at 937-394-0412 or robin@nma.org.

**Comments:**

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**Leadership NMA:**

**Leadership Development Organization**

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**2020 NMA Chapter Leadership Training**
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
A TREASURER DOES...

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)
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 that $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

- 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
Lessons Learned??

ANY Questions

2020 NMA Chapter Leadership Training