

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

Secretary and Treasurer

Glenn Button 2020 NMA Recognition Chair

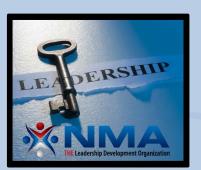




TODAY'S CLT FACILITATOR IS...



2020 NMA Chapter Leadership Training





Glenn Button 2020 NMA Recognition Chair

Individual Member Huntington Beach, CA

A SECRETARY IS...

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

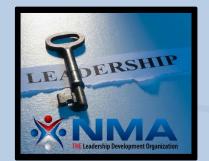
- Communication throughout the Chapter, to the National Staff and to Administrators in their company
- Distributing notices and agendas
- Forwarding status reports
- Preparation of meeting documents
- Managing and maintaining membership records
- Recording minutes
- Coordinating with other Chapter Leaders
- □ 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







REPORTING AND RECORDING

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

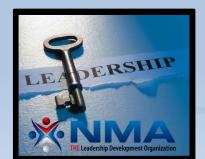
Membership reports:

- 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

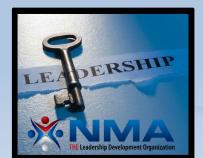
Reference guide for reporting information:

- □ 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 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.



Chapter Number:			
	R SHIP WORK SHEET	N-New R-Reinstate D-Delete RN-Renewal AC-Address Chang	
Name	Address and Email Address	NC-Name Change	



CHAPTER DUES SCHEDULE

- 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	Мау	May	July 31
May	June	June	August 31





ANNUAL DUES SCHEDULE

- 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	SWOR	KSHEET	C	Date Rec: Check #: Chk. Amt	uarters Only
Please complete the green and blue areas. The totals be calculated for you.	will	MONTH FISC	AL YI	EAR ENDS:	
DATE:			С	HAPTER #	
NAME	OF CHA	PTER	_		
		# MEMBER S			TOTAL \$AMT
1 New chapter members who joined during the <u>first 6</u> <u>months</u> of chapter's fiscal year	+	2	@	\$35.00	\$70.00
2 New chapter members who joined during the <u>last 6</u> months of chapter's fiscal year	+	0	@	\$17.50	\$0.00
3 *TOTAL REGISTRATION FEES LISTED FOR ALL NEW MEMBERS ON LINES 1 and 2 *A registration fee of \$20 per new chapter mem ber is required for those who have never been affiliated with NMA. Spousal mem bers hav no registration fees		2	@	\$20.00	\$40.00
4 Members Renewing	+	50	0	\$35.00	\$1,750.00
5 Former members reinstated during <u>first 6 months</u> of chapter's fiscal year	f +	5	@	\$35.00	\$175.00
6 Former members reinstated during <u>last 6 months</u> of chapter's fiscal year	f +	0	0	\$17.50	\$0.00
7 Less Substitutions who were previous members of NI	MA	5	_		
TOTAL CHAPTER MEMBERS REPORTED ABOVE		52			
8 Spousal members who joined during the <u>first 6 mont</u> of chapter's fiscal year	- +	0	@	\$25.00	\$0.00
9 Spousal members who joined during the <u>last 6 mont</u> of chapter's fiscal year	<u>hs</u> +	0	@	\$12.50	\$0.00
TOTAL SPOU SAL MEMBER'S REPORTED		0			
TOTAL LINES 1,2,4,5,6,8,9-AMT OWED NMA O	NTHIS	REPORT (PA)	THIS	6 AMOUNT)	\$2,035.00
Chapter Secretary:				Phone:	
Email address:					

If this is your annual renewal, an invoice was sent to you for dues based on the last number of members you reported to NMA. Please complete this works heet to calculate your actual dues owed to NMA. We will make adjustments to your invoice as necessary. You have 3 options to submit your dues :

- 1. Complete the work sheet 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.
- Complete the work sheet, email both the works heet and invoice to NMA, and use your online banking to submit your dues.

Snail mail to: Membership Records, NMA, 2210 Arbor Boulevard, Dayton, OH 45439. Email to: robin@nma1.org

Any questions should be addressed to Robin Furlong at 937-294-0421 or robin@nm a1.org.



PAYROLL DUES WORKSHEET

- 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



MMA PAYROLL CHA DUES WORKSHEET Chapters Chartered before	Headqua Date Rec: Check #. Chk. Amt.	Check #		
Please complete the green and blue areas. The totals will be calculated for you.	REPORT	FOR MONTH OF:		
DAT E:		CHAPTER #:		
NAME OF	CHAPTER			
	# MEMBERS	Enter the appropri	ato mombor bio	
Prior month's ending membership total	0	figures in the blue		
New members reported this month	+ 0	amounts will automatically be		
Former members reinstated	+ 0	calculated	tor you.	
Members deleted this month	- 0	TOTAL \$ AMOUI		
TOTAL CHAPTER MEMBERS REPORTED	0	@ 2.92	\$0.00	
TOTAL SPOU SAL MEMBER S 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		eo oo	
Name/Chapter Secretary:		Phone:		
Email address:				
PLEA SE NOTE: Complete the Membership Worksheet Reinstated Members, Deleted Members, Renewals, Add you are reporting. An invoice was sent to you for dues based on the last nu this works heet to calculate your TOTAL dues owed NMA adjustments to your invoice as necessary. You have 3 or 1. Complete the work sheet and email both forms back to 2. Complete the work sheet and snail mail both the invoic 3. Complete the work sheet, email both the works heet an your dues. Snail mail to: Members hip Records, NMA, 2210 Arbor I Email to: robin@nma1.org Any questions should be addressed to Robin	ress Changes, and/ mber of members re- for the month you a ptions to submit you NMA and snail mai a and works heet ak d invoice to NMA, ar Boulevard, Dayton, (or Name Changes d aported to NMA. Ple re reporting. We w r dues: I your check separation ong with your check ad use your online b DH 45439.	luring the month asse complete ill make tely. to NMA. ank ing to submit	



2020 NMA Chapter Leadership Training

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

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







2020

NMA

Chapter



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)







TAXES

- 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

