

NAWCC CHAPTER 31

CHAPTER OFFICER & COMMITTEE MANUAL

Purpose: To provide a guide for incoming officers and committee chairs.

**NAWCC CHAPTER 31
CHAPTER OFFICER & COMMITTEE MANUAL**

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SPECIAL POSITIONS & PROGRAMS:

- Meier and Frank Clock Coordinator
- OMSI Tower Clock Coordinator
- Sunshine Person

CALENDAR

January	<ul style="list-style-type: none">*Outside Events Chair secures venue for Summer Picnic/Mart.*Treasurer prepares annual financial report for February Timeout.
January (even years)	*Chair of Nominating & Elections Committee publishes call for nominations in January issue of the Timeout.
February (even years)	*Announce slate of nominations for officers and directors at February meeting.
March (even years)	<ul style="list-style-type: none">*Include in March Timeout the official ballot for election of officers and directors.*Outgoing president meets with incoming president to provide information on taking office in May.
March (every 3 years)	*Chair of multi-chapter meeting (current president) begins planning.
April (even years)	<ul style="list-style-type: none">*Council receives and tabulates official ballots and announces results at April meeting.*Incoming president selects individuals to chair committees.
May (even years)	<ul style="list-style-type: none">*New officer inducted during the Regional convention; outgoing president presents certificates of appreciation to officers and committee chairs.*Incoming president presents to the Council the nominations for committee chairs.*Give copy of Chapter Officer Manual to new officers, directors and committee chairs.
May (every 2 years)	*Host Regional Convention.
June	*Outside Events Chair secures venue for Holiday Party.

June (every three years)	*Regional Committee Chair begins planning for convention.
September (every 4 years)	*Host multi-chapter meeting.
November	*Include dues renewal form in November Timeout.
Every 3-4 months	*Schedule meeting room at Beaverton Library for next 3-4 months or more.
Chapter 31 meeting dates	*Check for date conflicts: Tri-Chapter mtg in Connell (March); Mother's Day (May); Regional (May); Father's Day (June); Multichapter mtg (September). The Beaverton Library has not been available in February in the past so we have joined with Chapter 157 to have a joint meeting on their regular meeting date of the second Sunday in February.

Rev 2-6-04

OFFICERS AND DIRECTORS

DIRECTOR

Official Duties (per Bylaws Article III):

1. Serve as a member of the Council (Article III.1).

Activities:

1. Each of the four directors (excluding the immediate past president) acts as liaison, as assigned by the President, to one of the four primary committees: Mart, Membership, Program and Workshop. In this role the director advises and assists the committee chair in carrying out his/her duties and functions as advocate for the committee to the Council.
2. The director acting as liaison to the Membership Committee coordinates the Chapter mentor program. In this role the director identifies a cadre of members who volunteer to mentor new members and assigns a mentor to each new member.

Dates to Remember:

Resources:

1. Membership Committee chair

DIRECTOR (IMMEDIATE PAST PRESIDENT)

Official Duties (per Bylaws):

1. Assume a two year directorship (Article I.5)
2. Serve as a member of the Nominating and Elections Committee (Article IV.2).

Activities:

1. Assist and advise the President as needed regarding the duties of the office.

Dates to Remember:

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Resources:

1. Chapter Bylaws

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PRESIDENT

Official Duties (per Bylaws):

1. The usual duties pertaining to the office (Article I.1).
2. **Present to the Treasurer an estimate of expenditures for the coming year** (Article I.3).
3. Prepare a formal written report for the Annual Meeting (Article I.4).
4. Automatically assume a two year Directorship upon completion of term (Article I.5)
5. Serve as President of the Council (Article III.5).
6. Nominate for Council approval a chairperson and members of all standing committees (Article IV.2).
7. Serve as Ex Officio member of each standing committee (Article IV.2).
8. Create special committees as needed and appoint members (Article IV.4).
9. Call special meetings of the association with Council approval (Article VI.2).
10. Call an emergency meeting of the Council (Article III.3).

Activities:

1. Identify members to serve as chairs of committees (standing and special).
2. Prepare listing for nomination to the Council.
3. Preside at all regular and special meetings of the Association.
4. Propose a schedule of meetings of the Council and preside at meetings.
5. Serve as chairperson for the Multichapter meeting if Chapter 31 is schedule to be the host during the President's tenure.
6. Coordinates the updating of the Chapter Officer & Committee Manual.

Dates to Remember:

1. Immediately after official results of election of the President are published begin to identify members for nomination to chairs of committees.

Resources:

1. NAWCC Chapter Handbook.
2. Chapter Bylaws.
3. Chapter Officer & Committee Manual

SECRETARY

Official Duties (per Bylaws):

1. The usual duties pertaining to the office (Article I.1).
2. Present to the Treasurer an estimate of expenditures for the coming year (Article 1.3).
3. Canvass the members of the Council by at the discretion of the President (Article III.3).
4. Serve as Secretary of the Council (Article III.5).
5. Publish the *Timeout* monthly or as required by the Council (Article VII.2,3).

Activities:

1. Record and publish minutes of all regular and special meetings of the association and Council.
2. Forward membership lists from National to the Membership Committee chair.
3. Notify National of changes in Chapter officers.
4. Establish a Timeout publishing schedule for the coming year for distribution to members of the Council.

Dates to Remember:

1. Mail the Timeout at the end of the week prior to the week of the next meeting.

Resources:

1. Chapter Bylaws

TREASURER

Official Duties (per Bylaws):

1. The usual duties pertaining to the office (Article I.1).
2. Receive from the officers and committee chairpersons an estimate of expenditures for the coming year (Article I.3).
3. Insure that all payments are adequately authorized and accounted for (Article I.3).
4. Prepare a formal written report for the Annual Meeting (Article I.4).
5. Provide an informal report at each regular meeting of the Association which includes the status and condition of all fiscal matters (Article I.4, XII).
6. Receive the annual dues paid by the members (Article V.3).
7. Has the sole responsibility for the handling and disbursement of any regular or dedicated funds of the Association (Article XII).
8. Makes disbursements in accordance with the bylaws (Article XII).

Activities:

1. Prepare the annual budget of the association for approval by the Council.
2. Annual dues may be received via the Membership Committee chair per prior arrangement with the Chair.
3. Obtain bank signature cards for the accounts and have all new incoming officers sign as needed and place on file with bank.
4. Balance bank statements monthly.
5. Maintain IRS non profit number (93-0849986)
6. File required IRS non-profit organization paperwork as required.

Dates to Remember:

Resources:

1. Chapter by-laws

VICE PRESIDENT

Official Duties (per Bylaws):

1. The usual duties pertaining to the office (Article I.1).
2. Be prepared, if elected, to assume the role of President for a two year term upon completion of the term as Vice President (Article I.4).

Activities:

1. Preside at all regular and special meetings of the association in the absence of the President.
2. Schedule and reserve a venue for each regular monthly meeting (except summer picnic, holiday party, and other special events), currently the third Sunday of each month from 2:00 PM to 4:30 PM. The current venue is the City of Beaverton Library. Reservations are made via the City of Beaverton by mail, fax, in person or on-line at www.ci.beaverton.or.us/rooms. An account number with user name and password has been established for logging in. Make reservations for 6 months in advance if possible. Reservations are confirmed by return e-mail. Include in the reservation the number of chairs needed and 6 tables.
 - a. Arrangements for audio/visual equipment, for example, VHS tape player and monitor, must be made independently since as of this writing the City of Beaverton and the Library no longer provide that service.
 - b. The City of Beaverton has a \$50 refundable room deposit which must be received no later than 48 hours prior to the use date. Since we use the room regularly, a deposit has usually already been paid and is on file. If a deposit is required, mail to: City of Beaverton City Records Office PO Box 4755 Beaverton, OR 97076

Dates to Remember:

- 1.

Resources:

2. Schedule of future Chapter meetings.

COMMITTEE CHAIRS

“CHAPTER HIGHLIGHTS” COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee’s activities to the President (Article IV.3).
3. This is a Special Committee so no additional duties are specified in the Bylaws.

Activities:

1. Prepare and submit to the NAWCC abstracts of Chapter meetings for inclusion in the Chapter Highlights section of the *Bulletin*.
2. Take photographs as needed to include with the abstract.

Dates to Remember:

1. The current (2002) "Publications Guide" from NAWCC gives the following deadlines for submitting Chapter Highlights for publication in the bimonthly issues of the *Bulletin*:

Issue:	Deadline:
February	December 10
April	February 10
June	April 10
August	June 10
October	August 10
December	October 10

Resources:

1. All submission of Chapter Highlights can now be performed via e-mail, so the person performing this task needs access to a computer and (ideally) a digital camera.
2. In case the person responsible for submitting Chapter Highlights is unable to attend particular Chapter meetings, someone else who does attend (possibly the secretary?) could assist by passing on notes of activities, which the submitter could put into the proper form and send to NAWCC before the relevant deadline.

HISTORICAL COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. Maintain the historical files of the Association (Article IV.5.1).

Activities:

Dates to Remember:

Resources:

MART COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. Responsible for the Mart at regular meetings of the Association (Article IV.5.2).

Activities:

1. Recruit a co-chair and/or one or more members for the committee. Besides assisting as needed, these individuals may be called upon to substitute for the chair when absent.
2. Coordinate with Vice President, who schedules the monthly meeting venue, to have an appropriate number of tables available for mart items.
3. Prior to the start of each meeting arrange tables and assist members with items as needed.
4. Encourage members to bring items for the mart. This can be done through reminders in the *Timeout* and announcements at meetings.

Dates to Remember:

Resources:

MEMBERSHIP COMMITTEE

Official Duties (per Bylaws IV.5):

1. Assure all members or candidates for membership comply with Bylaws requirements.
2. Maintain records of membership
3. Bill all members for yearly dues
4. Maintain the Roster of Members (Article V.5)

Activities:

1. Send letters to new members of NAWCC, NAWCC members who move into Chapter 31 region and to prospective members of the Chapter.
2. Provide names of new members to Vice President for coordinating assignment of mentor for new member.
3. Provide membership updates to Secretary as needed if Secretary maintains the membership directory.
4. Introduce new members and guests at meetings.
5. Provide names of new members to Secretary for listing in *Timeout*.
6. Provide membership statistics and updates at Chapter meetings.
7. Do annual dues billing in November. Note: Dues are prorated by quarter for new members joining during the year.
8. May receive annual dues and forward to Treasurer by prior arrangement with Treasurer.
9. Maintain NAWCC and Chapter 31 membership applications for use as needed.
10. Provide Chapter Directory to members as needed or directed.

Dates to Remember:

1. October of each year: Provide dues renewal form to secretary for November *Timeout*.

Resources:

1. NAWCC Yearly Membership List (produced in January each year and sent to Secretary)
2. NAWCC Membership Activity Report (produced every odd month and sent to Secretary. For the Chapter area lists new NAWCC members, deceased members, members who move into and out of the area, resignation). This report is available in electronic format.

3. Chapter Bylaws.

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MULTI-CHAPTER MEETING COMMITTEE

Official Duties (per Bylaws):

None

Activities:

1. Historically, the president of Chapter 31 serves as the chair of the Multi-chapter Committee.
2. Identify members to assist with the planning, at least one for each of the following functions: venue arrangements, mart, program, luncheon, publicity, registration.
3. The Multi-chapter meeting is usually a one-day event, typically in September and includes a mart in the morning, a luncheon followed by a program (speaker) and mart breakdown. Mart tables are usually at no cost but a holder must purchase the luncheon.

Dates to Remember:

1. The Multi-chapter meeting is held annually and rotated between four chapters (#31, #50, #121, #135). As of this writing the rotation is as follows:

2003 Chapter 31 Pacific Northwest
2004 Chapter 121 British Columbia
2005 Chapter 50 Puget Sound
2006 Chapter 31 Pacific Northwest (135 Mt. Ranier unable to do; 31 did instead)
2007 Chapter 157 Willamette Valley (first time in the rotation)
2008 Chapter 121 British Columbia (31 Pacific Northwest would normally be in 2008 except did in 2006 in place of #135; 135 unable so 121 will do in its place)
2009 Chapter 50 Puget Sound
2010 Chapter 31 Pacific Northwest
2011 Chapter 31 Pacific Northwest (Note: 157 Willamette Valley dropped from rotation)

Note: #53 Inland Empire is not in the rotation at this time but usually hosts its own multi-chapter meeting in Connell, WA annually in March except in the year when it hosts the Regional.

2. The meeting is usually held in September on the usual meeting date of the host chapter.
3. Begin the planning process no less than 6 months or more prior to the event to insure that an appropriate venue can be secured.
4. June of the meeting year for Chapter 31: Mail meeting notice to secretary of each chapter, including #53 asking that it be included in the July and August editions of their newsletters.

Resources:

3. Information from individuals who served on the planning committee for the past meeting.

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NOMINATING AND ELECTIONS COMMITTEE

Official Duties (per Bylaws):

1. The Committee is chaired by the senior of the three most recent available Past Presidents (Article IV.2)
2. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
3. Make a report of the committee's activities to the President (Article IV.3).
4. Conduct the business of electing the Officers and Directors (Article II.1).
5. Place a call for nominations and procedure for the filing of petitions in the January issue of the *Timeout* (Article II.2).
6. Ensure the distribution of the Official Ballot to each member in the March Timeout (Article II.3).

Activities:

1. Prepare a slate of candidates for the offices to be filled.
2. Receive and certify petitions in accordance with Article II, section 2 and add to the slate.
3. Receive mailed ballots and open only in the presence of the Council.
4. Announce the results of the election.

Dates to Remember:

1. January of the election year (even numbered years): Prepare slate of candidates.
2. By January 1 of the election year : Provide information to the Secretary to include a call for nominations from the membership at large in the January *Timeout*. Include information on the proper procedure for members to petition for the nomination of an individual for an office.
3. February of the election year: Announce the slate of candidates at the February meeting.
4. By March 1 of the election year: Prepare the Official Ballot and provide to the Secretary for mailing in the March *Timeout*.
5. Prior to the April meeting: Open the ballots in the presence of the Council and certify the election. Announce the results at the April meeting.

Resources:

1. Chapter 31 Bylaws

OUTSIDE EVENTS COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. This is a Special Committee so no additional duties are specified in the Bylaws.

Activities:

1. Make arrangements for the Summer potluck picnic usually held as the August meeting (Article VI.2).
2. Make arrangements for the Annual Holiday Party held each December (Article VI.2).
3. Make arrangements for other outside events such as field trips.

Dates to Remember:

Resources:

PROGRAM COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. Arrange for the presentation of program material to the Association (at regular meetings) (Article IV.5.4).

Activities:

1. Recruit a co-chair and/or one or more members for the committee. Besides assisting as needed, these individuals may be called upon to substitute for the chair when absent.
2. Organize program topics at least one month in advance of scheduled meeting. If material is needed from the NAWCC Library, it should be requested at least two weeks in advance of the meeting. Available slide/tape programs are available.
3. The Program Committee keeps the Chapter's audio-visual equipment and must coordinate with the program speaker to bring needed equipment to the meeting or arrange to have the equipment provided by the venue.
4. Record the program topic, speaker and date in the log book.
5. Be responsible for coordinating the "show and Tell" portion of the program and communicate the topic to the *Timeout* editor for timely publication. Coordinate with the Vice President, who schedules the monthly meeting venue, to have an appropriate number of tables available to display the items.

Dates to Remember:

1. Each month determine a program topic for the following month.
2. By the first of the month inform the Secretary or *Timeout* editor of the program title and the show-and-tell topic.

Resources:

1. NAWCC library
2. Chapter Bylaws
3. Chapter 31 audio-visual and related equipment: Chapter heraldic shield, overhead projector, projection screen, 35 mm slide projector, audio tape player, wireless

microphone apparatus, folding bulletin board, list of NAWCC library tapes & slide shows, list of NAWCC speakers, log book of Chapter 31 programs.

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RAFFLE & DOOR PRIZES COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. This is a Special Committee so no additional duties are specified in the Bylaws.

Activities:

1. Recruit a co-chair and/or one or more members for the committee. Besides assisting as needed, these individuals may be called upon to substitute for the chair when absent.
2. Organize prizes (e.g. books, donated clocks, watches, parts, etc.) to be raffled at each Chapter meeting.
3. Collect any funds from purchase of raffle tickets and forward to Treasurer.
4. Purchase books and other horological items using Chapter funds as budgeted.
5. Conduct raffle at each meeting.

Dates to Remember:

Resources:

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REGIONAL COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. Initiate, supervise, perform, and monitor the activities of the Association in connection with the regional conventions and cooperate with the other chapters and the Council in carrying out the activities of the Committee (Article IV.6)
4. Plan and conduct a regional convention in conjunction with other northwest chapters for a period of two or three days (Article VI.5). As of this writing, the regional is returning to a two-year rotation between Portland, Tacoma as Spokane held its last Regional in 2010. The next Portland Regional is in 2011. 2013, (2015)

Activities:

1. Establish an organization to carry out all the functions of the Regional. This requires that the chair person for each of the Regional functions be identified. The functions are:

-General Chair	-Salmon luncheon chair and co-chair
-Co-Chair	-Silent auction
-Publicity	-Hospitality
-Registration (pre and on-site)	-Security
-Hotel arrangements	-Exhibit
-Finance	-Door prizes
-Mart chair and co-chair	-Banquet chair and co-chair
-Programs	-Tour
-Banquet MC	-Ten Minute University
2. Hold planning meetings starting about one year prior to the Regional and have frequent meetings (suggest monthly) to assure that all functions are proceeding smoothly and to resolve any conflicts.
3. Receive and respond to any correspondence from National relating to the Regional. These will include insurance matters, awards, and other issues.
4. Act as a focal point between Pacific Northwest chapters to coordinate their participation in the Regional, e.g., display, mart red caps, etc).
5. Help as required during the Regional and assist in the resolution of any problems during the Regional.

Dates to Remember:

Rev 12/28/11

1. Identify and appoint chairs for each of the functions prior to the first Regional Committee meeting.

Resources:

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WORKSHOP COMMITTEE

Official Duties (per Bylaws):

1. Present an estimate of expenditures for the coming year to the Treasurer (Article I.3).
2. Make a report of the committee's activities to the President (Article IV.3).
3. Arrange the presentation of appropriate workshops for the Association (Article IV.5.7).

Activities:

1. Recruit a co-chair and/or one or more members for the committee. Besides assisting as needed, these individuals may be called upon to substitute for the chair when absent.
2. Organize at least 3 workshops annually.
3. Provide the secretary with information about upcoming workshops for publication in the *Timeout*.

Dates to Remember:

Resources:

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SPECIAL POSITIONS AND PROGRAMS

MEIER AND FRANK CLOCK COORDINATOR

This clock is owned by Chapter 31 and is an E. Howard master clock with a double three-legged gravity escapement street clock movement. Included is a double dial slave clock but currently missing the movement. These clocks were formerly in the Meier and Frank Building in downtown Portland. (hence the name Meier and Frank Clock). The clocks were donated to Chapter 31 in July 1999 by the Alder Street Clock Shop. The clocks are currently on display at the Gresham Historical Society's Museum in Gresham, Oregon.

Official Duties (per Bylaws):

1. None specified. This is a special position.

Activities:

1. This position is responsible for coordinating the location, care and maintenance of the E. Howard master clock and slave clock.
2. Ensures ongoing compliance with the conditions clause of the Donation Receipt.
3. Coordinates with the Council and Treasurer the appropriate insurance coverage for the clocks.
4. Present an estimate of expenditures for the coming year to the Treasurer.
5. Monitor and report expenditures to the Treasurer.
6. Recruit a co-coordinator and/or one or more members for assistance and to substitute for the coordinator when absent.
7. Keeps a copy of the Donation Receipt for the clocks. The original is kept on file by the Chapter Secretary.

Dates to Remember:

Resources:

OMSI TOWER CLOCK COORDINATOR

This is an E. Howard tower clock owned by OMSI (Oregon Museum of Science and Industry) in Portland, Oregon and is on display there. The clock was originally housed in a clock tower on the old Oregonian newspaper building in Portland. Chapter 31 members donate their time and expertise to assist OMSI with setup and ongoing maintenance for which OMSI and Chapter 31 have a written agreement.

Official Duties (per Bylaws):

1. None specified. This is a special position.

Activities:

1. This position is responsible for coordinating Chapter 31 members' activities with OMSI regarding work on the clock.
2. Present an estimate of expenditures for the coming year to the Treasurer.
3. Monitor and report expenditures to the Treasurer.
4. Recruit a co-coordinator and/or one or more members for assistance and to substitute for the coordinator when absent.
5. Retains a copy of the written agreement and coordinates its updating with OMSI as needed. The original is kept on file by the Chapter Secretary.

Dates to Remember:

1. Expiration date of the written agreement.

Resources:

SUNSHINE PERSON

Official Duties (per Bylaws):

1. This is a special position. No duties are specified in the Bylaws.

Activities:

1. Send get well and sympathy cards to members and member families as needed.

Dates to Remember:

Resources:

1. Calls from other members regarding health or other issues with members.
2. Scanning obituaries in local newspapers.

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