
GENERAL PROCEDURES

The General Procedures for Officers, Trustees, Chairmoms, Committees and Delegates will be reviewed every five years or as the need arises. All of the Officers shall serve on the Revision Committee along with any Trustee, Chairmom, Committee Member or Delegate that wishes to be included. Everyone is responsible for forwarding proposed changes to the Vice President when they feel a change will benefit the Association. The Vice President will make the revisions agreed upon by the committee.

OFFICERS, TRUSTEES AND CHAIRMOMS

1. Be familiar with Northwest Association of Mothers of Twins Clubs' Bylaws, Standing Rules and specific duties of your Office or Chairmoms.
2. Attend all Board Meetings and all General Session meetings. Officers attend all Executive Meetings.
3. Send to the Printing Chairmom a bi-monthly report by the due date published in the President's Report (PR). Include your personal news for publication in the PR. Keep a copy of your PR in your records.
4. Submit all bills in writing to the Treasurer, using the expense voucher and include all receipts.
5. Use the President's Report (PR) whenever possible for dispersing your committee information or forms to clubs.
6. Make three (3) copies of your Annual and Fall Meeting reports: one for your files, one for the President and one for the Recording Secretary.
7. Keep a log of incoming and outgoing correspondence along with copies for your files.
8. Keep your notebook and its materials up-to-date.
9. At the end of the year, turn over all notebooks, supplies and files to your replacement. Attend Officer/Chairmom Exchange Meeting.
10. When a problem arises in carrying out your job, notify the President immediately.
11. Write reports for the *Twin-O-Gram* concerning your Office and/or Chairmoms and submit to *Twin-O-Gram* Editor by set deadlines. (See individual Officer and Chairmom duties for more information on necessary reports. See *Twin-O-Gram* Editor's duties and the President's Reports for deadlines.)

OFFICER PROCEDURES

PRESIDENT

1. Keep the Charter and Logo and bring to each annual Convention and Fall Meeting and ensure their proper placement at the head table.

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2. At Convention, appoint Chairmoms and the committees. Make arrangements for each to be contacted and to report back on Friday night if possible. Announce your Board after election results are given at the Saturday session.
 3. At Exchange Meeting, set due date for your upcoming President's Report. Compile a complete roster of accurate names and addresses of the Board before adjourning the Exchange Meeting. Sign signature cards with treasurer.
 4. Track all travel expenses, President's allowance, and club promotion funds. Submit to Treasurer monthly, keeping a copy for your files.
 5. Ensure that any profits from Fall Meeting and Convention are submitted within 30 days after the event.
 6. Send roster of Officers, Advisor, Trustees, and Chairmoms and Committee Members to the Printing Chairmom.
 7. Submit first PR as per due date to publicize summer events; clarify dates for reports, etc. Send to Printing Chairmom. Submit a bi-monthly report that includes NWAMOTC business and personal business to the Printing Chairmom for publication in the President's Report (PR).
 8. Approve the complete President's Report before publishing. Keep a copy of all published PR's in your files.
 9. Ensure consistent communication with Chairmoms and Officers. Communicate goals, deadlines and any other personal correspondence.
 10. Review parliamentary procedures before each Fall Meeting/Convention.
 11. Write agenda for Board Meeting and General Session for Fall Meeting/Annual Convention. Use an old agenda as a guideline. Make it flexible for time. Work with the Convention/Fall Meeting Chairmoms to set schedules. Submit final agenda to the Vice President for the Program Booklet.
 12. Write quarterly articles and submit a photo of yourself for the *Twin-O-Gram* to the Editor by the specified deadline. (See Editor.)
 13. Approve Convention/Fall Meeting schedule for publication in the *Twin-O-Gram*.
 14. Make or purchase Chairmom gifts to be given at Convention. There is a yearly budget of approximately \$150.00. Check the budget.
 15. At Convention/Fall Meeting, explore the need for winter board meeting and/or regional round tables and possible locations. If need be, hold mini workshop or luncheon to set dates.
 16. Keep copies of any action items submitted to Chairmoms.
 17. In each President's Report (PR), give reporting deadlines for next PR, *Twin-O-Gram* or other upcoming deadlines. Remind Chairmom to use PR for notice to club Delegates. (Example: call for dues-Treasurer in September PR; ideas for Convention Boutique- Ways & Means in November PR; Publicity-Pre & Post).
 18. Work with Editor as closely as possible and know how the *Twin-O-Gram* is completed.

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19. Be flexible but let your expectations be known. When problems arise, communicate with your Officers and Trustees if you feel the need. They are a great source of support who have also experienced problems. Be proactive.
 20. Include in each President's Report an objective checklist for Delegates and Chairmoms.
 21. When you hear of problems that clubs are facing, be supportive and contact the NW Mentor in the area (if appropriate) and ask for suggestions. Empower clubs to problem solve.
 22. Ensure sending correspondence to all Chairmoms throughout the year. If you know of a hardship in the family of a Board member, let the Chaplain know. It is appropriate that you send a card as well. Contact the Benevolent Committee if appropriate.
 23. Coordinate existing appropriate committees to ensure that all members receive a *Twin-O-Gram* and that President's Reports go to clubs by way of Delegates. Encourage Delegates to share the news from their PR with their clubs.
 24. Keep the Vice President up-to-date on all NWAMOTC business.
 25. Keep the Advisor up-to-date, too. Ask her questions or her assistance when necessary.
 26. Set time for Executive and Board meetings.
 27. Ensure recommendations come out clearly for consideration at General Session.
 28. The business of the Association will be carried on throughout the year via Round Robins amongst the Officers and Advisor. Any Officer or the Advisor may initiate a Round Robin. The President will keep a running document of responses and correspondence in a Round Robin document related to the subject. After a decision has been made by the Officers the Recording Secretary will write a summary of the Round Robin for the next President's Report (PR).
 29. Conventions: See that Flags, Charter and Emblems are in place. Use your gavel when necessary. Be aware of the clock.
 30. Receive Convention/Fall Meeting minutes within three weeks and approve or correct them for printing. Have them printed in the President's Report (PR) as soon as they are approved.
 31. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 32. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 33. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

VICE PRESIDENT

1. Confer with the President and the Advisor on all matters of importance and concern within the Association.
2. The Vice President will automatically assume the office of the President should vacancy occur in that office.
(See *Bylaws, Article IV, Section 3, C*)
3. The business of the Association will be carried on throughout the year via Round Robins amongst the Officers and Advisor. Any Officer or the Advisor may initiate a Round Robin. The President will keep a running document of responses and correspondence in a Round Robin document related to the subject. After a decision has been made by the Officers the Recording Secretary will write a summary of the Round Robin for the next President's Report (PR).
4. Prepare the sign-in sheets for Officers, Trustees, Chairmoms and Delegates for the Credentials Chairmom to have at the registration desk at Convention and Fall Meeting for a one-time sign-in. Prepare the official credential cards for all attendees.
5. Report credentials at General Sessions at Convention/Fall Meeting.
6. Supervise the Credentials Coordinator and committee at Convention/Fall Meeting.
7. The Vice President is the Officer-in-Charge of Delegates. She will inform Delegates of all their duties at General Sessions and in President's Reports. Ensure that Delegates receive copies of the most recent copy of the Procedures Manual. The Procedures Manual should have the most up-to-date copy of all NWAMOTC forms. These are available on the official Association's website.
8. The Vice President is in charge of the General Sessions at both Fall Meeting and Annual Convention. She will orientate Delegates as to their duties. A reading of specific areas of the Delegate Procedures is basically all that is necessary. These areas should include Standing Rules Article VI, Section 7 and 8 and Convention Protocol. Will answer any and all questions of the Delegates at these meetings. Will be aware of their concerns and needs in their job as Delegate. Will provide an open question and answer forum.
9. Prepare or oversee preparation of the Convention/Fall Meeting Program Booklet. The Program Booklets will contain a Table of Contents, host club's Welcome, President's Welcome, the Officer and Chairmom Directory, the club Delegates and Presidents List, Meeting Procedures, Parliamentary Procedure, Board Meeting Agenda, Board Committee Workshop Groups, General Sessions Agenda, General Session Agenda, Treasurer's Report (year-to-date), Treasurer's Instructions for Submitting Dues, Auditor's Report (Fall Meeting only), Proposed Budget (Convention), Financial Report (Fall Meeting) upcoming Convention Registration Form and Convention Overview (Fall Meeting), Fall Meeting Registration Form and Fall Meeting Overview (Convention), Club Advertisements, and attachments of NWAMOTC official forms as appropriate. (*See prior copies of Program Booklets and use as template.*) Keep copies of past Program Booklets in file in hard copy and on CD.
10. Keep an up-to-date roster of all Junior and Senior Delegates and President for each club in the Association.

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- Promptly send newest Delegate roster available, to the President, Webmaster and Printing Chairmom.
11. File, upon receipt, all change of Officer and Delegate forms, noting the changes on the master roster and in each President's Report. See that the Printing Chairmom and the *Twin-O-Gram* Circulation Chairmom receive copies of all changes.
 12. Keep extra copies of complete Procedure Manuals so one will be available for mailing to any new club. Provide up-to-date Procedure Manuals for each Officer, Trustee, Chairmom and Committee Member.
 13. Inform Delegates of their responsibilities.
 14. Update materials for the Procedure Manual as the need arises or, at least, every five years. See that all changes are made on the website. Notify Officers, Trustees, Chairmoms, Committee Members and Delegate when changes have been made.
 15. Whenever possible the Vice President will represent the Association at clubs within her travel area, visiting, installing, and organizing new clubs as requested by the President.
 16. Submit articles to the *Twin-O-Gram* Editor for publication quarterly.
 17. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 18. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.
 19. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.

CORRESPONDING SECRETARY

1. When elected familiarize yourself with the files, etc.
2. The business of the Association will be carried on throughout the year via Round Robins amongst the Officers and Advisor. Any Officer or the Advisor may initiate a Round Robin. The President will keep a running document of responses and correspondence in a Round Robin document related to the subject. After a decision has been made by the Officers, the Recording Secretary will write a summary of the Round Robin for the next President's Report (PR).
3. Write any correspondence directed by the President.
4. Write letters of regret to any clubs not in attendance at Convention/Fall Meeting (Not necessary to keep a copy of each letter for file, one sample should be sufficient).
5. Write thank you letters to the hosting club/clubs, etc. and also to the hotel.
6. Submit articles to the *Twin-O-Gram* Editor when required.
7. Update any paper supplies, *Can We Help Pamphlets*, etc., and also keep up-to-date forms (from the Vice

President) so you don't run short. It is a good idea to keep on hand any current research forms and scholarship forms in case they are required. These can be obtained from the Vice President or via the website.

8. Your role as Corresponding Secretary is to promote membership in the Northwest Association to contact new clubs, telling them about NWAMOTC and offering our friendship. It is customary to send the following to such groups:
 - "Can We Help" Pamphlet
 - 2-3 copies of the Current *Twin-O-Gram*
 - 2 copies of the Membership Application form (note: be sure that the current fees are correct)
 - 2-3 sample copies of other member clubs' newsletters
 - Pamphlets for new mothers, etc., send new clubs a letter of welcome
 - List of club names
 - Suggested Bylaws and Standing Rules packet
 - NWAMOTC Outreach Brochure
9. Publicity reports approved by the President are to be sent to the Publicity Chairmom and the Webmaster before and after Convention/Fall Meeting. The format should include date, event name, hosting club, workshops, speakers and any other particular highlight of the Convention and Fall Meeting.
10. Encourage clubs to publicize members that were elected or appointed to an Office or Chairmanship.
11. Represent the Association at clubs within your travel area, visiting, installing, and organizing new clubs as requested by the President.
12. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
13. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
14. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

RECORDING SECRETARY

1. Attend and take minutes of all official meetings and submit them for approval to the President no later than two weeks after the meeting ended. Use the tape recorder to help record the details and clarify complicated proposals.
2. Reading of Board Recommendations at General Session.
3. Ensure that all Motions are submitted to you in writing.

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4. Throughout the year, the business of the Association will be carried out, via Round Robins, amongst the officers. Any Officer or the Advisor may initiate a Round Robin. The President will keep a running document of responses and correspondence in a Round Robin document related to the subject. After a decision has been made by the Officers the Recording Secretary will write a summary of the Round Robin for the next President's Report (PR).
 5. Prepare three copies of the minutes, send two to the President and keep the original in Minute's Book. After the President approves the minutes they will be printed in the President's Report (PR) and distributed to the Delegates, Officers, Trustees and Chairmoms.
 6. You will receive copies of all Convention and Fall Meeting reports to keep on file.
 7. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 8. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.
 9. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.

TREASURER

(Fiscal year is June 1 to May 31)

1. The business of the Association will be carried on throughout the year via Round Robins amongst the Officers and Advisor. Any Officer or the Advisor may initiate a Round Robin. The President will keep a running document of responses and correspondence in a Round Robin document related to the subject. After a decision has been made by the Officers the Recording Secretary will write a summary of the Round Robin for the next President's Report (PR).
2. Keep separate files for the checking account, saving account, Shan Pynes Scholarship Fund, Jackie Marriott Benevolent Fund, Speaker Fund, VISA accounts and expenses.
3. Keep a correspondence file and conduct correspondence as needed on all financial matters.
4. Keep a membership list file and conduct correspondence, as needed on all membership matters.
5. When club membership lists or updates are received, send one copy to Webmaster and one copy to Vice President. Keep one copy for your files.
6. Report to the President and Vice President by March 1 the names of member clubs in good standing.
7. Send receipts to all member clubs when they pay their dues.
8. Send Shan Pynes Scholarship, Momship and Campership receipts to the Scholarship Chairmom when a donation is received. Send two receipts to Scholarship Chairmom. She will send a thank you along with a

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- receipt to the donor. Be sure to put the donor's address on the receipt.
9. Send receipts to the Ways and Means Chairmom when a donation is received. Send two receipts to Ways and Means Chairmom. She will send a thank you along with a receipt to the donor. Be sure to put the donor's address on the receipt.
 10. Send receipts to the Jackie Marriott Benevolent Fund Chairmom when a donation is received. Send two receipts to Benevolent Fund Chairmom. She will send a thank you along with a receipt to the donor. Be sure to put the donor's address on the receipt.
 11. At the July 15 *Twin-O-Gram (TOG)* deadline, send the End of Fiscal Year Report to the *TOG* Editor. This report will have beginning balance, income, expenses and ending balance for all accounts and funds. Send this same report to the Printing Chairmom.
 12. At the July 15 *TOG* deadline send the Membership List and Dues Instruction to the *TOG* Editor. Also send this to the Printing Chairmom
 13. Send out dues reminder letters on November 1, Membership dues are delinquent November 15.
 14. At all other *TOG* deadlines send a report with account and fund balances.
 15. Prepare an up-to-date report on all accounts and funds for publication in the Convention or Fall Meeting Program Booklets and submit to the Vice President two weeks prior to the event unless other arrangements are made with the Vice President.
 16. Prepare three (3) copies of Convention or Fall Meeting Report. (One copy for President, one for Recording Secretary and keep one for your files).
 17. At the current meeting, pay Officers and Advisor's registration for the following Fall Meeting or Convention.
 18. Contact the President immediately if any problems arise.
 19. Only pay bills when you receive a completed expense voucher with receipts.
 20. **Immediately** is the key word: Send receipts, make deposits and pay bills promptly.
 21. Balance all accounts, funds and bank statements monthly.
 22. Incoming and outgoing Treasurers will communicate on changing of addresses for bank accounts, Visa account bills and new signature cards. They will also communicate regarding updating of account information for on line banking. Outgoing Treasurer will arrange for shipping of files after yearly audit is complete.
 23. Supply Budget and Finance Chairmom with information as needed for yearly budget.
 24. Prepare fiscal record files for yearly audit. Include End-of -Year Fiscal Report.
 25. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 26. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's

Report (PR). Keep a copy of all of the President's Reports in your records.

ADVISOR- PARLIAMENTARIAN

The Executive Advisor –Parliamentarian is a Past President (Trustee)

1. Attend all Executive, Board and General Session meetings of the Association.
2. The business of the Association will be carried on throughout the year via Round Robins amongst the Officers and Advisor. Any Officer or the Advisor may initiate a Round Robin. The President will keep a running document of responses and correspondence in a Round Robin document related to the subject. After a decision has been made by the Officers the Recording Secretary will write a summary of the Round Robin for the next President's Report (PR).
3. Be thoroughly familiar with Association Bylaws and Standing Rules as well as with Parliamentary Procedure as stated in the Bylaws.
4. Act as member of Executive Board and Cabinet as outlined in Bylaws.
5. Be able to provide correct Parliamentary Procedures as needed or requested to Officers and to any Association member who requests it at meetings.
6. Ensure Flags, Charter and Logo are set up at each meeting. (Takes flags to site of next meeting.)
7. At Business Sessions. sits on the President's immediate right and provides seating arrangement and name cards for the other Officers.
8. Installation of Officers: It is the duty of the Executive Advisor to provide for the installation of new Officers and Chairmoms at the close of the annual Convention. This includes providing candles needed (Association, five Officers, smaller for each chair) arranging for a practice before the banquet. Perform the actual installation service. A copy of the Installation Service is located in the Procedures Manual.
9. Purchase and present Association gifts to outgoing Officers (according to budgeted amount). Get an advance from the Treasurer prior to Convention for these gifts.
10. Purchase and present corsages to outgoing and incoming Officers at banquet.
11. You are also responsible for ordering and purchasing of Officers Photos, ensuring that they each receives a copy and one extra for Historian paying with NWAMOTC funds.
12. You are responsible for the seating arrangement of head table in cooperation with host club.
13. By tradition, be responsible for purchasing and presenting gift to President from the Executive Board Members at the end of her term (collect from each board member including yourself).
14. Represent the Association whenever asked by the President or clubs for aid with installation, workshops, forming new clubs, etc.
15. Will facilitate clubs in securing non-profit IRS status under the NWAMOTC umbrella coverage. Will annually

provide IRS with club information on clubs seeking non-profit status.

16. Ensure you receive a Procedure Manual for your use as Trustee before the end of your term as Advisor.
17. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
18. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.
19. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.

TRUSTEES PROCEDURES

1. Provide support and background information to the Association.
2. Act as an official representative of the Association when so appointed by the President.
3. Elect from within your group a Chairmom of the First-timers Welcome gathering at Annual Meeting.
4. Assist this Chairmom in the gathering.
5. Assist Advisor in the Installation Ceremony as needed.
6. Be alert to the needs of the Association and especially new members.
7. Work as a group to promote friendship and harmony within the Association.
8. Serve as Advisor to the current President upon appointment.
9. Chair the Benevolent Fund on a descending rotation with two Trustees as committee members. Review and select recipients from rotation. Review and select recipients from clubs and community.
10. Work with the Benevolent Donation Chairmom on raffle items.
11. *Keep your* NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
12. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.
13. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.

CHAIRMOM & COMMITTEE PROCEDURES

AUDITOR

1. The Auditor is responsible for auditing the fiscal records and assisting the Budget and Finance Chairmom.

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2. Submit a copy of the audit for publication in the Fall Meeting Program Booklets and submit to the Vice President two weeks prior to Convention and Fall Meeting unless other arrangements are made with the Vice President.
 3. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 4. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 5. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

BUDGET AND FINANCE

1. The Chairmom will form the budget at the end of each fiscal year. Up until that time keep your ears open for suggestions as to how the budget could be better, if any items are over-budgeted or under-budgeted.
2. One month before Convention you should contact the Treasurer to make up the budget for the coming year. The President may appoint other members of the committee should it be necessary. If there is a Winter Board Meeting use your time there to meet with the Treasurer and other Officers to review the proposed budget.
3. Be sure to emphasize to Officers and Chairmoms to keep their expenses up-to-date so that you have an accurate record of expenses.
4. The Budget needs to be discussed at the Board Meeting at Convention for approval and recommendation to present to the Delegates at General Session.
5. Present the Board recommended budget to the Delegates at Convention's General Session. The copy printed in Program Booklet may need revision depending on outcome of the Board Recommendation.
6. Submit a copy of the Budget for upcoming year to the Vice President two (2) weeks prior to Convention and Fall Meeting and keep a copy for your files.
7. Provide a copy of the Proposed Budget for publication in the Convention Program Booklet and a Financial Statement for the Fall Meeting Program Booklets and submit to the Vice President two weeks prior to the event unless other arrangements are made with the Vice President.
8. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
9. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
10. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

BYLAWS

1. Receive all suggested recommendations and questions concerning the Bylaws and the Standing Rules of NWAMOTC.
2. Will notify the President of any proposals and prepare them for consideration by the General Assembly. Proposed amendments to the Bylaws will be published in the President's Report (PR) 30 days prior to vote.
3. Will submit all proposed changes of the Bylaws and the Standing Rules to the Vice President to be published in the Convention and Fall Meeting Program Booklet.
4. The Chairmom will keep her NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
5. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
6. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.
7. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.

CHAPLAIN

1. Attend all Association meetings and when requested by the presiding Officer or host club, present inspirational readings or thoughts.
2. Give inspirational reading at beginning of each meeting and grace before meals.
3. Contact Association members with cards or notes of encouragement or congratulations during times of illness, bereavement, or other special events you deem appropriate.
4. Write a column for the each issue of the *Twin-O-Gram*. A poem or short inspirational note may be used along with a list of members and clubs who have lost loved ones.
5. A Memorial Service will be held sometime during Annual Convention at the discretion of the President.
6. Will make Memorial donations in memory of member or immediate family of member from total budget of \$300.00 annually.
7. Keep Memorial Book up-to-date.
8. For carrying out these duties present bills for cards, postage, candles (for memorial service) etc. to the Treasurer. Five (5) silver candleholders are available from the Trustee's.
9. Contact Webmaster Assistant for membership information as needed.
10. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.

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11. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 12. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

CONVENTION/FALL MEETING CHAIRMOM

1. The Convention/Fall Meeting Chairmoms are responsible for the overall organization and staging of the meetings and events of the Association for their specific dates, which must be approved by the President.
2. Convention/Fall Meeting Bid winners: information regarding your meeting goes to the Editor immediately following acceptance of your bid.
3. The following are procedures to submit Convention information for the *Twin-O-Gram*:

July 1 – 2 Years Prior To Your Convention (Submit to *Twin-O-Gram* Editor)

- First announcement of the Convention
- Promotional sales
- Logos

October 1 (Submit to *Twin-O-Gram* Editor)

- Convention Chairmom's Article
- Workshops
- Transportation
- Boutique
- Mother of the Year
- Florist
- Photos
- Hotel Information
- Friday Night Party & Skits
- MOT TROT
- Banquet Information
- Registration Form
- Agenda (if available)

January 1 (Submit to *Twin-O-Gram* Editor)

- Final call for Convention

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- Registration
 - Agenda
 - Hotel Information
 - Any last minutes changes

April 15th (Submit to TOG Editor)

- Thank you article and summarization of Convention

4. The following are procedures to submit Fall Meeting information for the *Twin-O-Gram*:

May 1 (Submit to TOG Editor)

- First announcement article of Fall Meeting
- Hotel Information
- Registration
- Transportation
- Boutique

July 1 (Submit to *Twin-O-Gram* Editor)

- Editor will reprint registration form
- Final call to attend article
- Agenda

5. You will receive your Convention/Fall Meeting advance at the time of acceptance of you bid.
6. Submit in writing to the President a final report with complete accurate financial statements within four weeks of the last day of Convention/Fall Meeting. Ensure the Meeting Planner is copied.
7. You will receive your Convention monetary incentive three years prior to the Convention you are hosting.
8. All monies must be submitted to the Treasurer. Your advance re-payment should be ready for the Treasurer at the start of your Convention/Fall Meeting.
9. Find your hotel and meet and coordinate with the Meeting Planner.
10. Choose a theme early; this will make planning favors and menus easier.
11. Publish as much information in the *Twin-O-Gram* (TOG) and President's Report (PR) as possible, meeting the deadlines for TOGs and PRs.
12. Obtain confirmation of rates, complimentary rooms/meeting rooms costs and find out your minimums rooms booked, food and beverage should be considered in turn for free meeting space.
13. Obtain confirmation of all agreements and items in writing ensuring the Meeting Planner receives copies.
14. Line up speakers and workshops early.

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15. Start your club work parties early. Try to not leave anything to the last minute.
 16. Appoint your Convention and Fall Meeting Treasurer early. There shouldn't be a bank charge for this account.
 17. Prepare registration packets for Delegates and Executive Board ready to pass out at the meeting prior to the meeting you are hosting.
 18. Submit the registration form and a synopsis of activities and hotel information to the Vice President four (4) weeks prior to Convention/Fall Meeting for publication in the Convention/Fall Meeting Program Booklet.
 19. Keep a list of details so that there are no overlapping of jobs and responsibilities of Chairmoms.
 20. Submit tentative agenda to the President six (6) months in advance for her approval. Mail the final agenda to her at least two weeks prior to Convention so she can plan her meetings and type her meeting agenda
 21. Submit one-year prior a proposed registration amount. The NWAMOTC Board must approve this amount.
 22. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 23. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 24. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

CONVENTION/FALL MEETING TREASURER

1. Will serve under the Executive Treasurer.
2. Setup checking account with incentive money. This need to be a separate account from Club or personal accounts.
3. Keep up-to-date financial records and balance account monthly.
4. Help Convention or Fall Meeting Chairmoms prepare budget.
5. Use expense/income voucher. Keep all receipts.
6. Prepare financial reports for Convention and Fall Meeting. Prepare four (4) copies of report. (One copy for President, one for Recording Secretary, one for Treasurer and one for your files). Also give President and Treasurer copies of up-to-date budget. Report will only need to include beginning balance, income, expenses and ending balance.
7. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
8. Submit detailed financial report (final budget) along with any profit to Treasurer when all bills have been paid. This should happen by the Convention or Fall Meeting following your event.

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9. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

CREDENTIALS COORDINATOR (and Committee)

1. Will serve under the Vice President at Convention and Fall Meeting.
2. Will man the sign-in sheets for Officers, Trustees, Chairmoms, Committee Members and Delegates at Convention and Fall Meeting.
3. Will supervise printing of credential badges for **ALL** Convention and Fall Meeting attendees.
4. Will report the statistics of the sign-in to the Vice President prior to all General Sessions.
5. Perform other duties as requested by the Vice President.
6. Committee Members will be appointed to help at Convention and Fall Meeting as deemed necessary to help man the Credentials table.
7. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
8. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
9. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

GRANT WRITER

1. Will work with her committee, researching for/and writing grants that would benefit our organization's goals, those of the Grantor, and the communities that encompass our member clubs.
2. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
3. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
4. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

HISTORIAN

As stated in the Bylaws and Standing Rules it is the responsibility of the historian is to keep the Association's scrapbooks. This job is generally busiest March and April. The historian is obligated to bring to Convention/Fall Meeting the scrapbooks and make them available for viewing in the hospitality room or another easily accessible area.

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1. Take pictures at Fall Meeting and annual Convention of all Association activities with the NWAMOTC digital camera.
 2. Submit articles to the *Twin-O-Gram* Editor and the President's Report (PR) requesting individual clubs to send you their histories and pictures of club and NWAMOTC events to include in the Association records.
 3. See that the Association scrapbooks and your notebook are given to the new Chairmom at the exchange meeting on Saturday of Convention.
 4. Collect pictures from other members.
 5. Submit all expenses to Northwest Treasurer.
 6. Bring scrapbooks to Convention and Fall Meeting for viewing in the Hospitality Room or Boutique.
 7. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 8. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 9. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

IRS EXEMPT

1. Assist member clubs in obtaining IRS tax exempt status.
2. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
3. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
4. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

JACKIE MARRIOTT BENEVOLENT COMMITTEE

1. The committee is made up of three (3) Trustees with one of them serving as the Chairmom. All of the active Trustees will serve on the committee and as Chairmom in descending rotating order.
2. All Trustees in attendance of Convention and Fall Meeting will work at the Boutique table.
3. This committee will review and select Benevolent Fund recipients and amount of monetary awards.
4. Accept suggestions for community/charity organizations from member clubs applications for Trustees review and selection.
5. Submit all bills or information on Benevolent Fund recipient to the Treasurer.

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6. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 7. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 8. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

JACKIE MARRIOTT BENEVOLENT FUND

1. Will receive direction from the J. M. Benevolent Chairmom.
2. The J. M. Benevolent Fund Chairmom will have raffle items for Convention and Fall Meeting and will keep the J. M. Benevolent Chairmom informed of proposed activities.
3. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
4. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
5. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

MEDIA/PUBLICATIONS

1. Write an article for each issue of the *Twin-O-Gram*, such as: book, video, or DVD reviews and where to purchase the material.
2. Encourage clubs to build their own media materials and resources of books, videos and DVD's and where to purchase them.
3. Maintain a list for clubs of publications to use as a guideline. These will be posted on the website.
4. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
5. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
6. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

MEETING PLANNER

Whenever possible the Meeting Planner and the Meeting Site Chairmom should be the same person.

1. The Meeting Planner will be involved with all facility contract negotiations.

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2. Review all contracts for meeting facilities.
 3. Provide support to hosting clubs.
 4. Keep letters of Credit references from hotels.
 5. Keep and maintain files of Conventions for the last five years.
 6. Work with the Convention and Fall Meeting Chairmoms.
 7. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 8. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 9. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

MEETING SITE

Whenever possible the Meeting Planner and the Meeting Site Chairmom should be the same person.

1. Will promote the idea of hosting an annual Convention and/or Fall Meeting to all clubs within the Association, such as: personal visits, *Twin-O-Gram* articles and General Sessions to create enthusiasm.
2. Supply upon request the official Convention/Fall Meeting Bid form.
3. Will provide Convention handbooks to Delegates and clubs interested in bidding. The Convention Chairmom is responsible for handing out the books; keeping them updated and getting them back!
4. Will provide support to clubs holding meetings and refer bidding clubs to Meeting Planner.
5. Will submit reports in triplicate to Recording Secretary at each Fall Meeting and Convention but keep an extra for your files.
6. Will submit reports to President for publication of PR.
7. Will report orally during General Session.
8. Will be able to attend all Fall Meetings and Conventions during your term
9. Will coordinate with Meeting Planner on hotel contracts & dates or future sites.
10. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
11. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
12. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

NORTHWEST MENTOR

1. This Chairmanship is appointed by the President, usually a member or Trustee with a history of long service.
2. Upon request, the Mentor will visit clubs at Regular and Council meetings.
3. The focus is to encourage, problem solve, or address specific issues the club has requested.
4. The club or NWAMOTC may reimburse travel expense.
5. Use the *Twin-O-Gram* as a promotional tool for mentoring.
6. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
7. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
8. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

NOMINATING CHAIRMOM AND COMMITTEE

1. The Chairmom will attend all Association and Council Meetings or have a Committee member there. This includes attending the Board Exchange Meeting on Saturday following General Session to meet with the outgoing Chairmom to receive all notebooks, papers, and suggestions. Notebooks contain past committee reports, correspondence; President's Reports from the past two years and past *TOG* articles pertaining to nominations and elections committee.
2. As committee chair, with your committee set, the date for nominating forms to be returned for candidates for office for the following Convention. Report this date and hand out nominating forms to clubs not in attendance at Fall Meeting. Instruct Delegates to keep blank copies in their handbooks for future use.
3. Members of the committee should make themselves familiar with the responsibilities of each office and Chairmanship and the talents needed to fulfill these duties. Know requirements for eligibility as stated in the Bylaws, Standing Rules and Procedure Manual. Nominating committee should actively recruit likely candidates both for Officers and Chairmoms.
4. For Fall Meeting, create ballot for a mock election. Contact all of the mock election nominees to consider running for election. Have Nomination forms available for them to fill out and submit. Collect all Nomination Forms for Chairmanships for the incoming Officers to select the incoming Board.
5. Fall Issue of *Twin-O-Gram* should have an article from the nominating Chairmom stating the deadline for Officer Candidacy filing and perhaps highlight a Chairmanship or two for interest, and how to be considered.
6. The Winter Issue of *Twin-O-Gram* should contain further information concerning Chairmanships.
7. The Spring Issue of *Twin-O-Gram* will present pictures and write-ups on candidates for office as presented by

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- committee on nominations. Comments should be impartially written and include club offices and Chairmomships held, community involvement, job, and Officers and Chairmomships held. The Chairmom should be certain that candidates are aware of *TOG* deadline for pictures.
8. Additional persons may be nominated from the floor of the Convention if they have submitted a valid Nomination Form to the Nominating Chairmom. If candidates submit their Nomination Form past the deadline they must be nominated from the floor.
 9. Receive all nominating forms for Chairmomships. Keep a chart or list of Chairmomships and those interested in each. One-month prior to Convention, submit ballot to Printing Chairmom, allowing space for write-ins and for Nominating Committee.
 10. Present slate of candidates to assembly. Act as tellers for the election.
 11. Immediately following the election, count the ballots and report the results to President. Do not report the tally to anyone except the President.
 12. Turn over all nominating forms to President-elect at this time.
 13. Announce results of election when called upon at second General Session. The President elect will announce the incoming Chairmoms for the upcoming year.
 14. During the year, work as a committee of three.
 15. Submit expenses to Treasurer.
 16. The Chairmom will keep her NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 17. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 18. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 19. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

NOMOTC/STATE LIAISON

1. Keep up-to-date with National Organization of Mothers of Twins Clubs, Inc. (NOMOTC) business pertaining to state organizations and inform NWAMOTC members as needed.
2. Communicate updates from NWAMOTC to NOMOTC, i.e., new Officers, dates and location of Conventions and Fall Meetings.
3. Use the NOMOTC/State Liaison contact to answer questions about state organization issues.
4. Attend NOMOTC Convention, if possible, to participate in the NOMOTC/State Workshop. If unable to attend

another representative from NOMOTC will be appointed by the President.

5. Share NWAMOTC with other state organizations whenever possible.
6. Share with Association members interesting things you learned at the NOMOTC workshop that might be of interest to implement within the Association.
7. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
8. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
9. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

OUTREACH/SPECIAL NEEDS

One or two Chairmoms may serve in this position

1. Handle education on multiple births inside and outside of the Association. Maintain a list of other support organizations as they relate to multiple birth children and parenting, including magazine subscriptions, relevant books, and contact with other Associations. Maintains a list of current books and brochures for reference. Assist Northwest Member clubs in creating new member packets.
2. Provide Outreach brochures to NWAMOTC Clubs and its members via the website or with handouts.
3. Be in charge of Northwest Outreach Brochures and update them as necessary or every five (5) years.
4. Publish articles for the *Twin-O-Gram*.
5. The Special Needs definition encompasses not only major birth defects of one or more multiples, but also minor physical, emotional, or mental abnormalities associated with premature birth, complications from term deliveries, or accident resulting in a handicap.
6. Serves as the resource person and facilitator concerning services, resource material, research and moral support for mothers or guardians or special needs multiples.
7. Contacts for the National Organization of Mothers of Twins Clubs, Inc.'s (NOMOTC) special needs coordinator when searching out information concerning multiples with disabilities or research material in this area.
8. Coordinates with hosting club of NWAMOTC Convention and Fall Meeting to facilitate/coordinate the Special Needs workshop or dinner.
9. Report to membership at Convention and Fall Meeting so Delegates know whom to contact about Outreach.
10. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
11. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one

copy for the Recording Secretary and one copy for your files.

12. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

PRINTING

1. Secure use of photocopier or copy business with the President's approval of the arrangements.
2. Concur with the President on general date for printing of the bi-monthly.
3. Get advance from the Treasurer for estimated postage and supplies at the Exchange Meeting after General Session on Saturday. Purchase stamps, mailing labels and supplies. Names and addresses are provided by the Webmaster Assistant for mailing labels.
4. The President will send you the official Officer/Chairmom Roster immediately following Convention. Attach this to the first President's Report (PR) following Convention.
5. If Chairmoms request something be printed by the Printing Chairmon, prior approval of the President is necessary.
6. Make all printed copies as attractive as possible. Add pictures of the friendship symbol for that year.
7. Use President's Report (PR) mailing for all material from Chairmoms, except as directed otherwise by the President.
8. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
9. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
10. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

RESEARCH

The duties of the Research Chairmom as set forth in the Standing Rules are as follows:

1. Receive reports and updates from Webmaster database of NWAMOTC members and statistics.
2. Maintain a database of NWAMOTC members and statistics.
3. Work with the President, in evaluating and regulating prospective research, and channel information regarding multiple births.
4. Make available the published results of NWAMOTC research programs to interested groups and individuals.
5. Update and make available information on prospective research projects for updating the NWAMOTC Website.
6. A membership roster for each club is needed yearly so our files are maintained in current status and you should

receive a copy of this roster from the Webmaster Assistant.

7. The committee members should be called upon to take charge of research projects, send letters in quest of potential research projects and/or notify research people of the potential of a group such as ours in research, to evaluate and improve the current research questionnaires used within Northwest as needed or every five (5) years.
8. The Research Chairmom and/or her committee should write informational articles for each *Twin-O-Gram* regarding progress within a current research project, information compiled from the NWAMTOC research files and/or other research that may be of interest to the members of Northwest.
9. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
10. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
11. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

Information for Delegates Regarding Research Forms

12. Keep a section in your Delegates Notebook for research or keep a separate notebook with copies of the research forms for each member in it.
13. Be sure you always have blank forms available (Most recent revised copy will be on your Notebook Index).
14. Make a list of members who have filled out the form and then check off their name and date when you turn it in to the Research Chairmom. (Perhaps use your membership list that is turned in to Northwest annually, but be sure to update it every year)
15. Indicate on the form when you turned it in, if it is a brand new member that won't be on your current names of multiples.
16. Please proofread these forms before sending them to Northwest. Often they will forget to include city and zip or names of multiples, etc.
17. One form must be filled out for each set of multiples in the family.
18. It is most helpful if you can let us know of any name or club change.
19. Give some forms to your Membership Chairmom and she could automatically give one to your new members as she collects their dues or to your New Moms Chairmom and they could send them with your clubs New Member Packets.
20. Use an update form for any changes in status (i.e. more children, name change and/or address change).

SCHOLARSHIPS

Shan Pynes Scholarship

1. Each committee member is to submit names for prospective scholarship judges to the Chair. As a group, they will select the three they consider the best qualified. These three names are then submitted to the President at Fall Meeting for the Officers' approval.
2. The Chairmom submits information about scholarship winners to the *TOG* Editor, while at Convention.
3. By June 15, submit names of clubs donating to the scholarship fund for recognition in the *Twin-O-Gram*.
4. September/October Fall Meeting, arrange for scholarship raffles at Fall Meeting.
5. By October 15 *TOG* deadline, submit information regarding applications and deadlines for scholarships.
6. October-contact Judges and thank them for agreeing to serve. Let them know when they can expect to have the applications. The deadline to receive applications is March 1.
7. At Fall Meeting, remind Delegates if they have anyone eligible for the scholarships to submit an application. Applications are available on the website and every Delegate should have one on file.
8. April: to avoid having applications tied up by one judge, make copies of applications for each judge to view (These can be discarded after judging is completed, keeping only the original for the files). When all the applications are returned, meet and add up high, low and medium scores of each applicant. Add as sets to determine first, second and third places. Decide how many scholarships can be awarded accordingly to funds available.
9. Convention: Order corsages for winners' mothers. Award the scholarships by giving the mother of twins a corsage and two certificates for the twins, tied with appropriate colored ribbon. (Certificates are available at stationary stores.) The scholarships are awarded at the Mother of the Year luncheon.
10. Write an article about the winners for the *TOG*, include pictures if possible and submit to *TOG* Editor at Convention.
11. Include something about the Shan Pynes Scholarship fund in each issue of the *TOG*, i.e., encourage all clubs to donate to the fund, announce raffle items and deadline reminders for applications.
12. Turn in your bills for stamps, etc to the Treasurer. The Treasurer will send receipts for donations to the Scholarship Chairmom, who will then return the receipt with a thank-you note to the donating club.
13. Remind members, if they applied and did not receive the scholarship the first time, they can reapply, and encourage them to do so.

Scholarship Application Judging Criteria

- A. What is the overall tone of the application?
- B. What is the depth of interest and involvement?

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- C. What is the potential of the applicant?
 - D. Are future goals stated clearly?
 - E. Is there a background of interest for stated vocation?
 - F. Are future goals realistic?
 - G. Each criteria may be answered by rating it: 1 – Low, 2 – Medium, 3 – High

Camperships

- See Campership Governing Rules

Momships

- See Momship Governing Rules

SUMMER ACTIVITIES (Coordinator)

1. Your work will be in the fall after your appointment and you will be in charge of the activity the following summer (after Convention) as arrangements usually must be made in advance for many of these outings. If the activity will include games or contest, prizes may be awarded, such as, ribbons, certificates or donated items. **Suggestions are:** overnight campouts at state or private parks, a day at the zoo or state fair, or all day picnic and waterslides.
2. Plan a summer outing for combined clubs in your area. The areas Spokane, Seattle-Bellingham area, Vancouver, BC & Portland Area.
3. A site and date should be announced at Convention. Flyers and registration forms should be distributed at this time.
4. The location and date should be publicized in the pre-Convention issue of the *Twin-O-Gram*.
5. Send notice to the *Twin-O-Gram* regarding arrangements. Send notices to the Printing Chairmom for inclusion in the President's Report (PR) to contact club presidents and Delegates to announce at their local meetings and publish in club newsletters and local papers.
6. Contact local papers for publicity. Ask the Publicity Chairmom, if needed, for assistance.
7. Take pictures for the Northwest scrapbook and pass to Historian.
8. Be available to the new Chairmom for help in ideas and contacts. Keep names and telephone numbers of people you contacted.
9. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
10. Funds needed for deposits and/or expenses are available through the NWAMOTC Treasurer.
14. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual

and all other forms and publications current.

15. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
16. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

TWIN-O-GRAM EDITOR

As stated in the Bylaws and Standing Rules, it is the responsibility of the Twin-O-Gram Editor to assemble, edit, type and have printed the Association's news publication known as the Twin-O-Gram (TOG). All Officers, Chairmoms and club Delegates are responsible for getting their material to the Editor by the set deadline. The publication is printed four times yearly - Fall, Winter, Spring & Summer. The Editor's specific duties are as follows:

1. Deadlines for articles will be January 15, May 1, July 15 and October 15. Exceptions - see Convention & Fall Meeting Chairmom.
2. An incoming Editor must meet with current Editor to help with at least one issue prior to assuming the position to familiarize her with the procedures.
3. Work with the Circulation Chairmom to locate a suitable printer if one has not already been found.
4. Receive, type and proofread all material for the TOG.
5. The Editor should always keep a watchful eye for useful material for the TOG, such as, stories, pictures, poems and jokes.
6. Submit each TOG issue to the President and Vice President for proofing prior to printing and mailing.
7. Religious and controversial subjects should be avoided.
8. List the Directory of Officers and Chairmoms in each issue of the TOG complete with addresses, phone numbers, email addresses and club affiliations as appropriate.
9. The President's Message with a picture, the Treasurer's Report, and Chaplain's Corner should appear in each issue. It is their responsibility to send it to you.
10. The Scholarship winners should have articles and pictures printed in either the Summer or Fall Issue. (Fall issue is a really good time to promote scholarship to potential applicants for the upcoming year.)
11. Receive Convention and Fall Meeting information, which is due a minimum of fifteen days earlier than regular due dates unless other arrangements are made with you directly. (See the printing deadline spreadsheet for detailed due dates.)
12. Make sure ALL TOG due dates for the coming year are distributed at each NWAMOTC Board Meeting to Officers and Chairmoms and to each Delegate at the Regular Business Meetings.
13. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual

and all other forms and publications current.

14. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
15. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

TWIN-O-GRAM ASSISTANT EDITOR

1. Be prepared to assume the Editor's duties if the Editor-in-Charge cannot complete one particular issue.
2. Be responsible for the final proofreading the *Twin-O-Gram*. Check for formatting consistency, indentation, line spacing, font size, page number, accuracy of year and dates, page numbering, spelling, grammar and overall aesthetics.
3. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
4. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
5. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

TWIN-O-GRAM DESIGN EDITOR

1. Receive raw articles from the Editor and arrange formatted pages. Add graphics and other decorative elements as appropriate.
2. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
3. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
4. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

TWIN-O-GRAM DISTRIBUTION

1. Receive labels for each issue from the Webmaster Assistant.
2. Each Senior Delegate should receive two extra *Twin-O-Grams*. The NWAMOTC President receives ten (10) extra copies and the Corresponding Secretary receives ten (10) extra copies.
3. Obtain charge card or information for all printing/mailing expenses to receive an advance from the Treasurer. Fill out forms 3621 and 3601 from the post office; take money and forms to the post office to receive bulk

mailing permit and number. The imprint fee is a one-time fee (per post office) and annual bulk mailing fee is renewable each January 1.

4. Receive finalized *TOG* from the Editor and take to printer two weeks prior to the mail-out deadline.
5. Keep two copies of each issue for the Editor's files.
6. Print labels using post office per bulk mail regulations.
7. Take the *TOGs* to the post office, having an accurate count for bulk mailing. Fill out form 3602 to determine the cost (a calculator is handy). Mail *TOGs* to Canadian addresses in individual envelopes with a mailing label, an Air Mail label and a label that reads "Printed Material Only." All Canadian mail is sent Air Mail.
8. Prepare a report of expenses after each issue and send a copy to the President, *TOG* Editor and a copy with receipts to the Treasurer.
9. The estimation of mailing costs, the printing of labels, and the preparation of an expense report need to be done for each issue.
10. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
11. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
12. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

TWIN-O-GRAM FEATURE WRITERS

1. Submit an article for each issue of the *Twin-O-Gram*. Follow the Editor's instructions for content and/or length.
2. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
3. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
4. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

WAYS AND MEANS

1. As stated in the Bylaws, the Ways & Means Chairmom is responsible for the raising of that part of the Association budget not supplied by the dues and Convention profit. Convention profit is not a guaranteed income and cannot be treated as such.
2. The Ways & Means Chairmom should work with the Convention Chairmom. Request rooms and space needed

to be reserved for the actual selling. Reservation forms need to be mailed to the Delegates. This is usually done through the Convention packet or President's Report (PR).

3. Advance notice needs to be in the PR and *TOG* regarding requests for raffle items and donations. Clubs need to be notified of the current rules regarding boutique. A thank you will be given to clubs and individuals donating articles for raffles.
4. Articles need to be submitted to each *TOG* (read *TOG* Editor) to keep the members informed of NW's needs. Make sure ads are placed in each issue promoting NWA goods for sale.
5. Work needs to be done to get qualified items for the raffles. Chairmom should actively promote the sale of tickets at all meetings and through the *TOG* and PR.
6. Keep an accurate account of items sold and unsold inventory.
7. Report to the board at Fall Meeting and annual Convention of the sales to date. Turn money over to the Treasurer.
8. Clubs, giving monetary donations, will be sent a thank you along with a receipt.
9. Turn over all monies made through Ways and Means to the Association's Treasurer.
10. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
11. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
12. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

WEBMASTER

1. Will manage, maintain and/or obtain NWAMOTC Server and that billing is set up via the Treasurer.
2. Will ensure that the URL address of www.nwamotc.org is paid for and maintained each year.
3. Develop all Association web pages and database interfaces.
4. Maintain and manage database of NWAMOTC members and statistics.
5. Manage and maintain web mail.
6. Will train the Webmaster Assistant on data entry procedures and how to work with the database interfaces of the website.
7. Will train Webmaster Assistant.
8. Will update and manage the Twin Forum area of the Website. The Webmaster Assistant may be able to assist with this.

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9. Working with Webmaster Assistant to ensure that the Association's membership rosters are current and up-to-date. (When information has been received).
 10. Will make timely updates, i.e., Convention and Fall Meeting information and change updated materials, etc.
 11. Will load and maintain (either by request or by receiving updates) of all forms and publications in the Members Only section of the website.
 12. Will receive updates from *TOG* circulation each issue of membership address changes, and ensure that the Webmaster Assistant makes those updates.
 13. Will train Webmaster Assistant to create or be a back up for the creation of membership data from database and creation of *TOG* mailing labels. Will ensure that *TOG* Circulation receives those labels two weeks prior to mail out deadlines.
 14. Will print member cards once yearly.
 15. Will work with Webmaster Assistant to send out reports on club membership and data.
 16. Will train and ensure that the Web Assistant keeps Board positions up-to-date in the database.
 17. Will train and ensure that the Web Assistant keeps the club Delegates, presidents and club contacts are up-to-date within the database.
 18. Will train the Web Assistant on how to create reports on club position reports/and board reports using Web interfaces.
 19. Will ensure that Research receives reports from database on membership and statistics collected.
 20. Will receive updates from Research Chairmom on upcoming research projects and updates.
 21. Will respond to all incoming mail and forward emails of requests onto the appropriate Officer or Chairmom.
 22. Will forward and inform the Corresponding Secretary of any request from individuals or clubs requesting new club packets or information about NWAMOTC.
 23. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 24. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 25. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

WEBMASTER'S ASSISTANT

1. The Webmaster Assistant will assist Webmaster in the collection of information from club Delegates and other sources as requested by the Webmaster.

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2. Will research information as requested by the Webmaster for new pages under development or to keep information up-to-date on the website.
 3. Will assist in testing and proofreading new web pages and database interfaces as developed.
 4. Will make membership updates as directed by the Webmaster and/or keep the Webmaster informed of any updates made to the database.
 5. Will receive copies from *TOG* Circulation of changes and updates after each issue of the *TOG* and make those changes per Webmaster.
 6. Will learn and assist Webmaster in running membership data and creating *TOG* mailing labels for *TOG* circulation two weeks prior to the *TOG* mailing deadline.
 7. Will assist Webmaster in sending out reports on membership/club data.
 8. Will assist Webmaster in distribution of membership cards.
 9. Will assist Webmaster with Twin Forum Topics.
 10. Will assist Webmaster with any incoming mail as directed by the Webmaster.
 11. Will ensure that Board positions, club Delegates, presidents and club contacts are up-to-date within the database using Web Interfaces.
 12. Will send Board position and Club position reports out to the necessary Officers and Board Members as directed by Webmaster.
 26. Keep your NWAMOTC Notebook that contains copies of the Bylaws, Standing Rules, and Procedure Manual and all other forms and publications current.
 27. Prepare three (3) copies of a Convention Report and a Fall Meeting Report: one copy for the President, one copy for the Recording Secretary and one copy for your files.
 28. Submit a bi-monthly report to the Printing Chairmom, including personal news for publication in the President's Report (PR). Keep a copy of the PR in your records.

DELEGATE PROCEDURES

The Northwest Association of Mothers of Twins Clubs, NWAMOTC, wishes to welcome you as a Delegate. You have been selected by your club to represent NWAMOTC to them and, in turn, represent them to the Association.

Delegates are the **most important representatives** in the Association as they carry the only votes cast in this Association. To insure representation, every club is entitled to only two (2) votes. No other officials hold additional votes.

To aid you in doing an effective job in this new position, you will find listed on the following pages, your duties as a Delegate. We trust you will refer to this list from time to time to insure that you are fulfilling your obligations both to your club and to The Association.

Respond promptly to all requests of Officers and Chairmoms as they arrive in the mail, appear in the *TOG*, or are announced at annual Fall Meeting and Convention. **YOU ARE THE COMMUNICATION LINK BETWEEN NWAMOTC AND YOUR CLUB.**

Send any questions that arise to Chairmom or the committees that they represent or write directly to the Vice President and cc: the President. Be sure all correspondence using names of members include both the name of the member and also the name of the club you represent. This is necessary in so many areas of the Association that we ask you do this all of the time.

YOUR DELEGATE NOTEBOOK

Both Senior and Junior Delegates in every member club should have a Notebook. The Association will provide one, if lost, it will be replaced by the club. The Association's Vice President is responsible for providing pages and updates via website, regular mail for those without website access or at Convention or Fall Meeting.

It is your duty to:

1. **See that all pages are kept up-to-date.**
2. Check to see if each *Twin-O-Gram* or NWAMOTC President's Report (PR) has changes and make them in your club President & Delegates Notebook and Officer and Chairmom Notebook.
3. **Immediately** inform the Webmaster, Treasurer and Vice President of all changes in your club or any inaccuracies on any new roster.
4. Upon receipt, insert all new pages in the Procedure Manual and DESTROY all old pages.
5. Your Notebook should contain the following: Procedure Manual, Notebook Index, Member Club Index, NWAMOTC History, Officers & Chairmoms Roster, Club Presidents & Delegates Roster, Change of Delegate or Address Form, NWAMOTC Bylaws, NWAMOTC Standing Rules, Parliamentary Procedures-at-a-Glance, Business Meeting Minutes, President's Reports, Nominating Forms, Meeting Bid, Scholarship Application Forms and Rules (Shan Pyne, Campership & Momship), Research Form, Publicity Form, Jackie Marriott

Benevolent Fund Request Form, Expense Voucher, Membership Application Form, Volunteer Form – Chairmom/Committee and Volunteer Form – Officer

NWAMOTC BYLAWS AND STANDING RULES

NWAMOTC by law and Standing Rules are an important part of our organization. Keep an up-to-date copy of each in this Notebook. Proposed changes to the Bylaws should be sent to the Association's Bylaws Chairmom sixty (60) days prior to the meeting that they will be read. The Bylaws Chairmom will send copies of the proposed changes to all member clubs thirty (30) days prior to the meeting at which they will be read as per NWAMOTC Bylaw Article X. Mark all changes made at Convention and Fall Meeting in the appropriate publication.

BUSINESS MEETING MINUTES

Current NWAMOTC business meeting minutes will be included in the next PR after any business meeting. A copy of these minutes will be kept in this notebook. Please use these minutes to refresh your memory of business discussed at NWAMOTC meetings. Remember to inform your club of all action taken during the meetings. Keep meeting minutes for one (1) year only.

CONVENTIONS

Your presence (or that of your alternate) will be anticipated at the Annual Convention and Fall Meeting. PLEASE:

1. Read all the material and information mailed to you and published in the *Twin-O-Gram* concerning Convention and encourage your club members to attend.
2. Inform your members of issues to be voted on at Convention and carry their vote to Convention.
3. You will do a one-time sign-in at the Credentials Table at Registration upon arrival at Convention and Fall Meeting.
4. Submit all signed motions in WRITING at the General Session, include your name and club, to the Recording Secretary.
5. All proposed bylaw changes must be submitted to the Bylaws Chairmom at least sixty (60) days prior to Convention.
6. The Convention protocol included in this notebook is especially helpful to all new Delegates.

MEDIA/PUBLICATIONS

The Media/Publications Chairmom will keep you informed of new videos, CD's, books and articles relating to multiple birth children and their families via the *Twin-O-Gram*, website and President's Report..

RESEARCH

Information For Delegates Regarding Research Forms

1. Keep a section in your Delegates Notebook for research or keep a separate notebook with copies of the

research forms for each member in it.

2. Be sure you always have blank forms available (Most recent revised copy will be on your Notebook Index).
3. Make a list of members who have filled out the form and then check off their name and date when you turn it in to the Research Chairmom. (Perhaps use your membership list that is turned in to The Association annually, but be sure to update it every year)
4. Indicate on the form when you turned it in, if it is a brand new member that won't be on your current names of multiples.
5. Please proofread these forms before sending them to The Association. Often they will forget to include city and zip or names of multiples, etc.
6. If they have two (2) sets of twins, have them fill out two forms.
7. It is most helpful if you can let us know of any name or club change.
8. Give some forms to your Membership Chairmom and she could automatically give one to your new members as she collects their dues or to your New Moms Chairmom and they could send them with your clubs New Member Packets.
9. Use an update form for any changes in status (i.e. more children, name change and/or address change).

MEMBERSHIP

Send an up-to-date membership list by October 1 to the **NWAMOTC Treasurer** using the form provided by the Treasurer, Vice President, or via the website: www.nwamotc.org.

Immediately forward any changes to the Notebook Chairmom throughout the year. Additions or corrections should be sent to the Treasurer and *TOG* Editor.

SCHOLARSHIPS

Shan Pynes Scholarship

The NWAMOTC has a scholarship program for children of members in good standing. Please become familiar with the governing rules so that you might encourage member's children to make application for a scholarship. A copy of the application is included this booklet.

The forms are available from the Scholarship Committee members, Vice President or via the website: www.nwamotc.org.

Campership

Camperships are awarded at Convention. They are for \$50 each to be used towards a child's summer camp. It can be academic, music, or sports. See the Campership Governing Rules for details.

Momship

Momships are awarded at Convention to mothers returning to school or specialized training. They will be given out as funds become available. See Momship Governing Rules for details.

OFFICERS & CHAIRMOMS ROSTER

Shortly after annual Convention you will receive an Officers and Chairmoms Roster for the newly installed board. Make any changes or corrections that may appear in the TOG or PR.

CLUB, CLUB PRESIDENTS & DELEGATES ROSTER

The Club/Club President/Delegate roster is a list of all member clubs and their Presidents and Delegates names and addresses. The roster is important, as it serves as the mailing list for the President's Report and all information vital to communication between your club and NWAMOTC. Report all changes and corrections to the Vice President, using the Change of Officer and Delegate form included in this notebook.

MEMBER CLUB INDEX

Member Club Index is a listing of member clubs in the The Association. The Association's Vice President will update this list periodically.

MEMBERSHIP ROSTER AND ANNUAL DUES

Please make sure your club submits a membership list and a check for dues to the NWA Treasurer by **October 1**.

Instructions*:

Please submit an alphabetized, typed list of members on 8 ½ x 11 paper. US members must have the 9-digit zip code. At the top of the list include the club name, date and number of members and check amount. First, list only the members who pay their NWA dues through your club. A member who belongs to multiple clubs will pay her NWA dues through her primary club only. A Delegate must pay dues through the club she is representing. At the end of the list include members who belong to your club but pay NWA dues through a different club. Dues are **\$8.00** per member. Dues are delinquent **November 15**. There is a \$25.00 reinstatement fee if dues are received after that date. **Please do not submit spreadsheet lists.** Remember you can submit additional members & dues all year long.

Use this format:

Example

Last name, First Name (spouse)	Emmett, Vicky (Colin)
Street Address	3737 D'Linda St
City, State/Province Postal Code	Bellingham, WA 98226-3357
Telephone number with area code	360-734-9599
e-mail address	nwatreasurer@aol.com
Type of Twins	IB

Twins date of birth	10/03/1990
Total number of children	2
NWA Officer, Delegate, Chairmom or Committee	NWA Treasurer
Local Club Office, Chairmom or Committee	Bylaw Committee

Submit list with check to: **Current NWAMOTC Treasurer**

**Clubs may be asked to update their membership list directly on the NWAMOTC website.*

CLUB HISTORIES

A club history of each member club has been printed and is to be kept in the Historian's file and scrapbook. As a Delegate you are encouraged to share this information with your local club.

TWIN-O-GRAM

Twin-O-Gram (TOG) is the name of our newsletter published four times per year and sent to each member of the Association. It is the vital information link between The Association and your club. The deadlines are listed in the *TOG* and you are urged to send in your club's news for every issue. The *TOG* Editor prefers news of upcoming events rather than past activities. Encourage you individual members to send in original works or any publications that they may have read and would like to share. List your name, club name, the source of the material and date of publication so that proper credit may be given to all material used. Please send a self-addressed envelope for the items to be returned. Use the *Twin-O-Gram* reporting form in this notebook as a guideline.

YOUR CLUB REPORT

In order to complete the communication link between the local club and The Association, you should ask that a time be allowed at each meeting for a NWAMOTC Report. You are the enthusiasm of The Association to your club as well as informer and reporter. **SHARE NWAMOTC WITH YOUR CLUB.**

PUBLICITY

Publicity concerning your club is a part of the history of the NWAMOTC. Please send one copy of coverage in the newspaper to our Historian. Use the publicity form enclosed for pre-Convention publicity.

If you club sends out a newsletter the Historian would like to have a copy. Files are kept on each club individually and you are encouraged to send any information to the Historian Chairmom.

DELEGATE CHECKLIST

Use your Delegate Checklist to guide you in your duties and the approximate deadlines throughout the year.

REPLACEMENTS

When your term as Delegate comes to a close (the length of which is determined by your local club) you are sure to

be a better-informed representative of the Northwest Association of Mothers of Twins Clubs. Northwest encourages clubs to change Delegates each January so that the Credentials Chairmom and Vice President will have an up-to-date Delegate Roster at Convention. It is the desire of this organization to have you continue to serve further either as a Committee Member, Chairmom or as an Officer. Nomination forms are included in this book and should be given to the current Nominating Committee.

We would like to suggest a **summary of duties** for the Senior Delegate and Junior Delegate, as follows:

NWAMOTC Senior Delegate

1. Research files and forms
2. President/Delegate roster changes
3. Membership roster and annual dues
4. Reporting to your local club

NWAMOTC Junior Delegate

1. Club history update
2. TOG reporting (note each deadline)
3. Publicity sent to Historian

WEBMASTER/WEBMASTER ASSISTANT

You will rely more on the information found on the website. Updates to all of the procedures and forms will be found there and it will be your responsibility to download them and put them in your notebooks. You will receive membership cards yearly and reports from the Webmaster regarding your Member Rosters, Member Identification Numbers and database information. Please ensure that you update them of corrections that need to be updated or should you require Member Identification Numbers for paid members wishing to use the Members Only section of the website. You can reach them at info@nwamtoc.org.

ABOUT THE NWAMOTC WEBSITE

When you logon to www.nwamotc.org you will find the following:

Home

What is Mothers of Twins Clubs?

About NWAMOTC

A description of the Association

Scholarship Overview

Shan Pynes – for high school graduates

MOMS (Making Opportunities for More Schooling) – for mothers

Campership – for kids K-11 grade

Parents Outreach brochure overview

Convention Center

Information regarding upcoming Conventions and Fall Meetings with links to Delegate Information and Registration.

Club Sales

Information and links to Clothing and Equipment sales in the United States and Canada. Send you club's information about upcoming sales for your club to the Webmaster at info@nwamotc.org

Club Assistance

- An overview of club mentoring by NWA Trustees
- New Club Packet information

Membership

- NWAMOTC Membership – information
 - Club Memberships
 - Member Club – application information
 - Member-at-Large – who and how
- Renewal of Dues – how to renew club or member-at-large dues

Member Clubs

Information on clubs in the United States and Canada including links to club lists that include:

- Club name
- Region covered
- Website link
- Email address link

Members Only

The Member Login Page requires your User Name and Password

- **Main Member**

President's Message – from the Installation Banquet, following Fall Meeting and following Convention

- **Forms**

A list of all official NWAMOTC forms and brochures for your notebook and access to them in Adobe Acrobat Reader and MS Word formats.

- **Twin Talk Forum**

Member Club and NWAMOTC forums that allow members to chat privately with their club members or Association members. To use this forum you must sign-in with a user-id and password. Contact info@nwamotc.org for more information.

- **President's Reports**

Copies of the President's Reports (PRs)

- **Twin-O-Gram**

Copies of the some of the past issues in PDF format (use Adobe Acrobat Reader to view). There is also a link to the on-line reporting form.

- **Nominations**

Letter from the Nominating Chairmom encouraging volunteers to run for elected office or to serve as a Chairmom or Committee Member. Links to the *Officer Nomination Form* and the *Chairmom Volunteer Form*.

- **IRS Exemption**

- IRS Exemption Presentation
- PDF link
- PowerPoint Presentation

-
- List of clubs currently covered through NWAMOTC

- **Update Your Info**

Here is the place to update your own personal information: name, spouse, email address, home address, phone number and children.

- **Tell Us**

This is a form to fill out and send directly to us telling us how we can improve the MEMBERS ONLY area of the website. Tell us what else you would like added.

- **Main Site**

Clicking here will take you out of MEMBERS ONLY and back to the HOME page.

Multiple Links

- Multiple & Parent Related Links
- Multiples Support Groups
- Special Needs & Health Related Organizations
- Miscellaneous Resources

Outreach

- Helpful Hints for Expectant Parents
- Hints for Fathers of Multiples
- Basic Equipment

Research

- Overview of your research purpose and procedures
- Links to various research projects

Twins Festivals

- A list of various Twins Festivals and their websites

Scholarship Info

- Scholarships available through NWAMOTC
- How to apply for a scholarship
- How to donate to the scholarship funds

Twin Tips

Outreach Twin Tips

- Promoting Individuality
- Telling Identical Twins Apart

Twin-O-Gram

Description of the *Twin-O-Gram* along with due dates for submission of articles and approximate mail out dates of each issue.

Contact Us

An email form that includes spaces for sender's information and a box for a message that will be sent directly to NWAMOTC

INSTALLATION CEREMONY

Installation for New Incoming Elected Officers

Note: *It's essential that all newly elected Officers and appointed Chairmoms attend the installation practice on Saturday following General Session.*

Outgoing President makes her retirement speech, asks the retiring Officers and committees to stand, thanks them and introduces the Installing Officer/Advisor. (*Hand over gavel to Installing Officer*)

Installing Officer: It is an honor and a privilege as Advisor of the Northwest Association of Mothers of Twins Clubs to serve as your Installing Officer. With this gavel, I declare the offices of the Northwest Association of Mothers of Twins Clubs vacant. (*Tap lightly with gavel and lay it on the podium*). To each of our retiring Officers, we express our sincere thanks for your time and effort on behalf of the Association. The gifts before you are just a small token of our appreciation.

While installation is a solemn occasion, it is also a happy link between the old and the new for it is the stepping stone from our beginnings in 1963, to present; from the accomplishments of our past administration, to the goals of the new one. It is a sign of our faith in the Association and its future.

(*Name of Outgoing President- becoming Advisor*) By retiring from the office of President of the Northwest Association of Mothers of Twins Clubs, your duties are still not fulfilled to the Association. By virtue of your place as past President, you will continue to occupy a position of honor. Your experience and knowledge will enable you to fulfill the position of Executive Advisor for the coming year. I will now ask you to light the flame of continuity and to join with me in this installation ceremony (***if 2nd term for President, OMIT THIS [] part and ask Trustee (name) will you please light the flame of continuity.***)

Will the newly elected Officers of the Northwest Association of Mothers of Twins Clubs for the coming year please come forward to be installed?

Treasurer - (*name*) _____

Corresponding Secretary- (*name*)_____

Recording Secretary - (*name*)_____

Vice President - (*name*) _____

President - (*name*) _____

Treasurer (name) - The pen, ledger and checkbook are the symbols of your office. Entrusted into your hands is the responsibility of guarding the funds from all our member clubs and seeing that all financial obligations of the Association are met promptly. Accuracy and honesty are your most valuable assets. As you light your candle, you

acknowledge the charge of your office.

Recording Secretary (name) The pen and paper are the symbols of your office. You are the keeper of the records. You must be thoroughly familiar with our Bylaws and Standing Rules. Your concise but complete records preserve the history of our Association. Keep your records neat and readable at all times. As you light your candle, you acknowledge the charge of your office.

Corresponding Secretary (name) -The pen and stationary are the symbols of your office. It is your duty to handle all correspondence of Northwest and to welcome all new member clubs into our Association. You are the liaison between the general public, non-member clubs and the Association. Your promptness and neatness create the image of character and dependability for our Association. As you light your candle, you acknowledge the charge of your office.

Vice President (name) The pen and credentials are the symbols of your office. Your duty to the Association is to keep Delegate credentials in order, so that an accurate count can be tabulated at any time requested. You are urged to be an understudy to the President and stand ready to assume her duties in her absence. A continual review of the Bylaws and Standing Rules will help you meet this challenge with knowledge and ease. Be aware of the activities of the Association, both at the executive and member level. The performance of your duties creates an image of impartiality and preparedness to member clubs. As you light your candle, you acknowledge the charge of your office.

President (name)- This gavel is the symbol of the authority of your office. I offer it with my congratulations and good wishes. Use it wisely and fairly. You have been selected to guide the membership in their stated wishes for the coming year. You are the first servant of the organization - you do not hold the power of the membership in your hands, but you are the spark that ignites the flame, the beam that draws the various committees in a direct line to their goals. By your example and actions you create the unity and harmony of the membership. Guide with dignity, a humble heart, love, understanding and regard for all. Your first consideration will be in the interest of the Association. As you light your candle, you acknowledge the charge of your office.

Installing Officer: Do you as elected Officers of the Northwest Association of Mothers of Twins Clubs promise to work individually and to the best of your abilities to create harmony and unity within the membership, to assure the progress of this Association and to uphold the Bylaws?

Officers: *We do.*

Installing Officer: By virtue of the power vested in me as your Installing Officer, I declare these to be your new Officers, duly installed to take office as prescribed under our Bylaws. To each of you we wish a happy and successful year.

Installing Officer: Will the Association members please rise? An installation does not place the full

responsibility on the Officers only. Without members there is no need for Officers. Any Association is only as strong as the support given its leadership and as weak as the dissention and division of which a few members might make it. You are the law making body in which each member holds a partnership. You have indicated your faith and trust in the Northwest Association of Mothers of Twins Clubs by once again choosing Officers to represent you and guide you for the coming year. Do you as members, pledge your loyalty and support to them and the duly appointed Chairmoms, as they undertake their duties for your Association, and will you uphold the Bylaws and lend your cooperation in making this new administration a successful one?

Members: *We do.*

Installing Officer: *(to the Officers)* You have heard the members pledge to you their loyalty and cooperation, and with such mutual efforts the Northwest Association of Mothers of Twins Clubs should enjoy a very progressive year. It is now my pleasure to introduce your newly installed President (name).

New President: *(Acceptance Speech - then calls new Chairmoms forward to light their candles from the NWAMOTC candle)* Please join me in singing "Make New Friends"

New President: I hereby declare the (#) annual Convention of the Northwest Association of Mothers of Twins Clubs closed and invite you to meet with us again at Fall Meeting (place, year, date, hosted by).