

BOARD OF DIRECTORS and NATIONAL WORKER GENERAL PROCEDURES



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Updated 2024

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BOARD OF DIRECTORS/NATIONAL WORKERS GENERAL PROCEDURES

I. STRUCTURE OF MULTIPLES OF AMERICA

A. Structure

All functions of Multiples of America are divided into the following areas: Advisory, Communication & Marketing, EDGE, Events, Finance, Media & Publication, Nominating, Parliamentary, Research & Membership, and Scholarship. Elected/appointed officers heading these areas are referred to as “Officers in Charge” (OICs).

B. Paid Staff

An Executive Director serves under contract to supervise and maintain the Executive Office. Assistance, as needed, is hired by the Executive Director to work under the direction of the Executive Director in accordance with the approved budget.

C. Board Structure

The Board of Directors includes the Executive Committee and the Board of Directors. The Executive Committee is comprised of elected officers, Advisor and Parliamentarian. Elected officers are the voting members. The Board of Directors is comprised of all members of the Executive Committee, plus the Executive Director.

D. Calendar

The official Member Club/National Worker Calendar is updated each year. The calendar is the guide for important dates critical to the Organization. OICs will also develop a department checklist for their departments, to be distributed with a welcome letter shortly after convention. The department checklist will detail duties and dates specific to the department and individual positions.

II. RESPONSIBILITY

A. Confidentiality

Work is to be kept within the organization. The National Worker Directory, State Directory (Contact Listing), Club List, Membership Listings, and any email lists are considered confidential and for Multiples of America work only. We do not release any organization workings, Website administrative passwords, etc. to outside sources. All passwords are housed at the Executive Office under the purview of the Executive Director. The President may approve individual requests for release. Approval for commercial purposes will be made by the Executive Board. Commercial requests are processed by a third party. No individual names and addresses are directly released to a commercial vendor.

B. Communication

Inform your OIC immediately in the case of any family/personal situation which will keep you from performing your Multiples of America duties.

C. Files

1. *Organizational Property*

All files are the property of Multiples of America and are entrusted to National Workers. It is imperative they are kept in order, are complete and are transferred in a timely fashion in order to avoid the cost of replacement and thus, an added cost to the membership.

2. *Contents*

Most file items are electronic and can be transferred with a jump drive, through the Multiples of America dropbox, or via email. The following list of items should be part of each National Worker's file:

- General Procedures (can be found on the website)
- Job Roles or Descriptions
- 3-year file of Midterm and Final Reports
- 3-year file of minutes of Board of Directors' meetings and convention/summit and all materials related to work (pertains to BOD members only)
- Current Bylaws and Standing Rules (can be found on the website)

It is the OIC's responsibility to ensure file transfer between National Workers each year. The OIC will report to the President any irregularities in the timing of file transfer.

D. Department Budget

1. Monitor Expenses

OICs are responsible for managing their department budgets. Individual expenses should be monitored as well as expenses of departmental workers. Communicate with the Finance Vice President regarding any concerns.

2. Budget Input

OICs are responsible for submitting recommendations for next term's budget to the Finance VP by December 1 or another date designated by the President.

E. MULTIPLES OF AMERICA Membership

All appointed National Workers must be current members of a Multiples of America member club or an affiliate member. All elected officers must be current members of a Multiples of America member club. Check to ensure that your club submits membership renewal materials on or prior to the September 30 deadline.

F. Officer Candidate Application (OCA)

All candidates wishing to be considered for elected office must submit an Officer Candidate Application (OCA) along with all supporting documentation electronically by January 15, unless date is extended by President. The OCA is submitted via an online application.

1. Supporting documentation

Supporting documentation should also be submitted electronically to the Nominating Chair and shall include the following:

- a. A photo saved as a jpg or other acceptable electronic format. (optional)***
- b. A resume***
- c. Up to three letters of recommendation will be accepted. (optional)***
- d. A statement about why the candidate is seeking elective office (up to 500 words) is included as a part of the OCA.***

2. Officer Candidate Application from the current BOD

All BOD should submit an OCA indicating preference for position in the next term or that they do not wish to be considered for elective office in the next term.

G. Public Relation Visits

The goal of Public Relations (PR) visits is to have Multiples of America represented across as much of the country as possible. Given that, members of the Board of Directors may be asked to visit local clubs in their area and/or state organizations.

H. Convention

Expectations for members of the Board of Directors during convention/summit are:

- Attend the meetings called by the President.
- Attend the National Worker orientation, whether held at convention or online.
- Attend worker appointment meetings. Board duties must be the priority over attendance at workshops or other functions.

III. CORRESPONDENCE

A. Timeframe

Answer all email within 24 hours during weekdays and within 48 hours over weekend.

B. Organization Name/Address

Use the entire formal title of the organization, Multiples of America when corresponding with persons outside Multiples of America. Use the official organization address. Use official addresses and email on official correspondence.

C. Internal Correspondence

Internal work of the Organization is conducted by email. Facebook is not to be utilized for work within the Organization.

D. National Mailings

Club Representatives, National Workers, Past Presidents, and Board of Directors receive electronic Mailings (Credentials, Election, Membership) at various times during the year. Look for occasional unscheduled mailings. All members receive Fall and Spring mailings. Read over every mailing carefully. Send your OIC questions about the material presented.

IV. MEETINGS

A. Meeting Bodies

1. *Executive Committee Meeting*

These are usually brief meetings called by the presiding officer or other elected officer(s) to discuss personnel matters, including appointments to the Executive Committee, or other concerns. Members of the Executive Committee are required to be in attendance (unless advised otherwise).

2. *Board of Directors Meeting*

Attendance Required. All appointed and elected members of the Board of Directors are required to be in attendance at these meetings (unless advised otherwise). Zoom meetings are utilized for meetings. Business casual attire is expected for all convention meetings (unless advised otherwise).

B. Consent Agenda Items and Materials for Presentation

Agenda items and materials for presentation are submitted to the President prior to the board meeting, per the President's directive. The President sets the agenda order. Board members receive a packet of all materials to be presented prior to the board meeting. It is the responsibility of the board member to thoroughly review the packet when it is received, noting items of consensus and items that require further discussion/input.

Board meetings are conducted as follows:

Items for further discussion are identified. Every board member has a chance to request any item be pulled for discussion.

Items in the consent document, but not identified for discussion, are voted on together - as if it is one item, and adopted.

Items that were identified for further discussion are addressed individually, and voted on individually. The Chair determines the most logical order of discussion items.

C. Voting

Any member of the board may make a motion or provide a second for a motion. Only elected officers cast a vote.

D. Participation

Members of the BOD should arrive in advance of the meeting, be prepared to listen throughout and actively participate in the discussions. To be recognized by the Chair and enter into the discussion, raise your hand or place a note in Zoom. The Chair will keep a list of those wishing to speak and each person will be recognized in order of request. The Chair may recognize members who have not spoken on a given issue prior to others who have already done so. All members are encouraged to ask questions/offer input. Any comment is a valid one.

E. Minutes

The President will appoint two members of the Board of Directors to serve on the Minutes Approval Committee (MAC) for post-convention, midterm, and pre-convention board meetings. The Communication & Marketing Vice President will send a draft of the minutes to all members of the board. Members of the MAC must reply. All other board members need to respond only if they wish to advise of any corrections.

F. Times of Meeting

1. Midterm Meeting and Pre-convention

Midterm and Pre-convention meetings are conducted electronically via Zoom.

2. Post-Convention

This meeting takes place following the close of convention via Zoom. The intent of the meeting is to provide an overview of new department workers, introduce new/proposed projects for the term, and present other items of concern/interest.

G. Round Robins

This is the method of conducting Executive Committee/Board of Directors meeting where a vote is needed.

1. Submitting a Round Robin

The President (or appointee of the President) submits items of business to be discussed, emailing it to each member of the Executive Committee/Board of Directors.

2. Format

a. Numbering

Round Robins are numbered during the term beginning with #1.

b. Email Response

Replies should be submitted via email in the following format:

Round Robin #(1)

Received: (Date)

Replied: (Date)

From: (Name/Position)

Question: (Subject under consideration as stated in original correspondence.)

Response: (Yes/No/Abstain)

Discussion: (Anything not previously discussed, request for clarification on the issue, etc. Refrain from any personal comments – positive or negative – and focus your response on “just the facts.”)

3. Participation

Members of the BOD are obligated to respond within the specified time (in complete concise form, disregarding prejudice and personal feelings) with the best interest of the Organization in mind.) If you do not understand the question, wish for more information before making a decision, or wish to change your opinion after reading other replies, notify

the President. To vote in the best interest of the Organization, you must understand the question.

4. Decisions

a. Change of Vote

Decisions made are not binding. Votes may be changed, but only during open voting window. Any member may change her opinion after reading replies or may request further discussion on a subject.

b. Input from Additional Sources

The President may request answers from others outside the Executive Committee/Board of Directors she feels will be of assistance. Their input should be considered necessary to the decision; however, their opinion is not counted into the official voting.

c. Final Answer

The President makes her decisions based on the answers received. Only those replies received by the deadline will be counted in the decisions. In the event a majority is not reached, or it is apparent the question needs further discussion, the President resubmits the question within one (1) week of the deadline. The Round Robin retains the same number.

5. Summary of Round Robin

a. Summary of Individual Round Robin

A summary of the decision is prepared by the Parliamentarian for distribution to the Executive Committee within one (1) week of the deadline.

Occasionally, Round Robins are prepared and summarized by individuals other than the Parliamentarian.

b. Compilation Summary

A summary of Round Robins for year, listing questions and decisions, will be prepared by the Parliamentarian.

6. Notification beyond the Board

Presidential directives, decisions of the Executive Committee and general information may be sent to all National Workers and/or member clubs via email, National Mailings and/or *Multiple Connections*. This is privileged information which will not initially be communicated by any member other than the President.

H. Meeting Expenses

1. *Convention*

a. *Hotel Arrangements*

The Events Vice President will coordinate hotel reservations for the board. Each board member is provided an allowance for a portion of the room rate per night as directed by the President and Finance Vice President. Board members are expected to share rooms or have the person staying in their room cover the portion of the cost not borne by Multiples of America. Board members need to arrive in time to attend any designated meetings. The President will determine the date the BOD members need to arrive at convention. Days prior to or following convention will be paid by the BOD member if added to, based on request of arrival or departure.

b. *Flight Arrangements*

Each board member is responsible for making her own flight arrangements. The cost of the flight is paid by Multiples of America for the coach fare booked at least 21 days in advance. If a BOD member chooses to drive, the travel will be either the GSA mileage or the amount of an airline ticket, whichever is lesser in value.

c. *Registration Fee*

Board members are not charged a registration fee for convention, but are required to pay guest, tour, and other fees as indicated.

Board members should strive to submit convention registration in a timely manner. Late fee charges will be assessed, if applicable.

V. REPORTS

A. Midterm/Final Reports

1. *Timeframe*

National Worker reports are due twice yearly. All Special Committee reports are due with Midterm and Final Reports. Members of the BOD serving on a special committee must file a separate report with that committee's OIC. The Midterm report deadline is January 5. The Final report deadline is June 5.

2. *Format*

Reports should be submitted via email to your OIC, and should contain a summary of all business transacted during the report's timeframe. The report is prepared per instructions from your OIC, using the third person as much as possible. Do not list incoming and outgoing mail, but report on actual progress. Keep a copy of your report for your files.

B. Expense Voucher

1. Purpose

Expense Vouchers are routinely completed and submitted with the Midterm and Final Reports whether expenses are donated or submitted for payment. However, reimbursement may be requested at any time during the term. If voucher is less than \$10.00, please hold expenses and file at end of term.

2. Deadlines

All expenses incurred for each term must be postmarked by July 1. Any further expenses, such as shipping of files, must be postmarked by August 31. No expenses will be reimbursed after August 31 for the prior term.

3. Completing a Voucher

All vouchers must be accompanied by appropriate receipts and expense records and will be reimbursed as covered in procedures:

- Printing/Copies — Must include receipts.
- Supplies — Must include receipts.
- Supplemental Expense Record for Postage — Must include dates stamps used/item mailed/to whom sent.
- Miscellaneous — Must include receipts and explanation.

Total all expenses by category (i.e. Postage, Printing, etc...) and by Department (i.e. Communication & Marketing, Research & Membership, Special Committee, etc...) on the appropriate Amount line; and then total those amounts and list that total on the Total Expenses Incurred line. List amount of donation to Multiples of America, if any, under Less Donation. Then subtract the donation amount from the Total Expenses Incurred amount and list the difference under Total Reimbursement. That will be the amount of your check.

4. Submitting a Voucher

Vouchers may be filed electronically. All receipts and supporting documentation must accompany the vouchers either as an electronic attachment or by mail.

Save a copy of the voucher each time a request for reimbursement is submitted. Recommended method is to maintain one file for each year as an elected or appointed National Worker. If utilizing Excel, create separate sheets for each voucher submitted. If utilizing pdf format, maintain an electronic copy of each reimbursement request.

5. OIC Review

All vouchers must be submitted to OIC for approval. (Submission to your OIC for approval is recommended prior to the expenditure.)

OICs will review all vouchers submitted. Check for errors or undocumented expenses. Check with the worker concerning any discrepancies.

Note to OICS: Include a summary of department expenses submitted at the end of your Midterm/Final report. Compare expenses filed against current budget. All expenses, even those that are donated, will be posted into the corresponding department line item.

6. OIC sends to Finance Vice President and President

OIC forwards voucher and support to Finance Vice President and President electronically. Email message must reflect approval of attached voucher.

7. Finance Vice President reviews voucher

Finance Vice President reviews for adequacy of support, ensures that funds are available for payment, enters accounting information and denotes approval with “electronic” signature and forwards the “signed” voucher to the President. Email message must reflect approval of attached voucher.

8. President reviews voucher and forwards to the Executive Director

President reviews for adequacy of support and denotes approval with “electronic” signature and forwards the “signed” voucher (both Finance Vice President’s and President’s “signature”) to the EO. Email message must reflect approval of attached voucher as well as text from Finance Vice President’s email indicating same. Approved vouchers for payment will be forwarded to the Executive Director.

The faxed or scanned receipts are to be forwarded to the EO by either the Finance Vice President or President depending on technical capabilities. EO prints out email message and supporting documents, inputs appropriate voucher information and generates check. EO attaches email message and documents to check stub. Documents are part of the monthly packet sent to the Finance Vice President.

EO sends the check to the NW.

9. Donating Expenses

Multiples of America appreciates if you choose to donate all expenses. However, we still need the appropriate paperwork and signature for our records; otherwise we cannot issue you a donation receipt. All Donation Receipt letters are mailed in January for the preceding calendar year.

10. OIC's Own Voucher Processing

- Travel — Convention travel reimbursed at the current GSA Standard Mileage rate found within IRS Publication 463: Travel, Entertainment, Gift, and Car Expenses; or cost of flight, whichever is less. Travel Reimbursement applies only to BOD personal car travel in place of flight to convention or other authorized public relations trip; or, as part of activities for a grant that are specifically funded through grant monies. *If traveling by car to convention, cost of flight for comparison must be confirmed with OIC and EVP at least 3 months prior to convention.*
- Send your own completed vouchers to the Finance Vice President, who will then process all vouchers and send them to the President for approval, and they, in turn, will send them to the EO for processing.

VI. SUBMITTING MATERIAL FOR PUBLICATIONS

A. Multiple Connections – See section XI.

B. Club Connections – See section XI.

C. Social Media – Check with the CMVP.

D. Website – Check with department/committee OICs who will forward to the ED.

VII. EXECUTIVE OFFICE

The Executive Director and office staff are available to answer questions/respond to inquiries concerning board work during normal business hours — weekdays from 8 a.m. to 5 p.m., CST. They will respond to emails within a 24-hour turnaround during the week, and 48 hours on weekends. National workers should communicate questions/needs with their OIC. The OIC will communicate with the Executive Office with responses and/or next steps.

VIII. EVALUATION

A. Timeframe

1. Initial Evaluation

OICs are required to evaluate progress of workers and report any problems to the President via email by October 1. This is an informal report summarizing each worker's progress to date. The report is submitted via email. Each OIC should share a progress report with their workers at this time.

2. Midterm and Final Evaluations

All BOD members are required to evaluate each other following midterm and at the end

of the term. All OICs evaluate their department workers at the end of the term. All National Workers evaluate their department OICs at the end of the term. BOD members and National Workers may choose to evaluate fellow workers as they deem appropriate.

B. Procedure for Removal

A National Worker/Elected Officer can be removed in the event of misconduct or failure to perform duties.

- A worker must be given written notice by OIC immediately if they are reported as not performing in a satisfactory manner.
- The worker must be given the opportunity to respond to concerns and solutions rendered. Direction and additional time can be given to perform.
- A second notice is sent by the OIC in 30 days if no reply is received or if positive action has not been made concerning poor performance.
- Removal and replacement of a National Worker must be approved by the Executive Committee, in consideration on input from President and OIC.
- Removal and replacement of an elected or appointed board position must be approved by the Executive Committee.
- All procedural steps must be documented in writing and filed in worker's personnel file.
- Vacancy in any elective office shall be filled according to Multiples of America Bylaws, Article IV, Section 4.
- Workers previously removed or rated unsatisfactory will continue to be considered in future appointments, if conditions warrant.

C. Procedure for Resignation

A National Worker/Elected Officer may choose to resign a position at any time during the term. In the event of a resignation:

- The worker/officer must give written notice to the President if they wish to resign a position, per Bylaws Article VI., Section 1.a. The OIC should also receive a copy of the resignation. The notice should provide a specific time in which the resignation will become effective. Service credit will not be awarded unless a worker serves for an entire term, as per general procedures.
- Resignation of any member of the BOD or National Worker should be confirmed by the Executive Committee.
- The President will officially notify the worker and confirm the resignation.
- All procedural steps must be documented in writing and filed in worker's personnel file.

- Vacancy in any elective office shall be filled according to Multiples of America Bylaws, Article IV, Section 4.
- Workers who resign will continue to be considered in future appointments, if conditions warrant, and can be considered for elective office.

D. Policy for Leave of Absence

- An extended leave of absence due to personal or family illness or emergency may be granted by your OIC with approval of the President, upon request. A volunteer may request to take an extended leave of absence for up to six consecutive weeks of a term, depending on the position and timing of the request. During that extended leave of absence, the volunteer will be relieved of all Multiples of America duties. (In many cases, other workers will need to increase their workloads in order to allow for this absence.)
- If the volunteer is unable to return to their duties at the end of this time period, they will be given the option to resign. The resignation will not affect eligibility for appointments in future terms. Service credit will not be awarded unless a worker serves for an entire term, as per general procedures.
- A volunteer must communicate with their OIC if they are unable to complete their duties at any time and may utilize an "extended leave of absence" which will be documented by the OIC and President. Non-performance does not constitute an extended leave of absence. Procedures for removal from position will be followed for volunteers who do not perform duties.
- Volunteers can request more than one extended leave of absence per year, but the total amount of leave time may not exceed six weeks.

E. Service Credit

One year of service credit will be awarded for each complete term of service. Serving in multiple positions in one term does not equal more than one year of service. Service credit is still earned if a worker takes a leave of absence, then successfully returns to service. Any worker who is removed from a position will not receive service credit for the term in which they were removed. Any worker who resigns at any time prior to the end of the term will not receive service credit for the term in which they resigned (unless resigning in order to take appointment to another position).

F. Letters of Reference and Copy of Evaluation Summary

At the end of each term, a National Worker/Elected Officer may request a letter of reference be written by her OIC. The request for this letter is made through the Advisor. OICs who are asked to write letters of reference must send the original of the letter to the worker and a copy to the Advisor, postmarked by September 1.

A National Worker/Board of Director may request a copy of their evaluation summary each year after Convention.

IX. EMAIL PROCEDURES

1. Follow the Correspondence Procedures as outlined in National Worker General Procedures III.
2. Email may be used for routine National business, especially where a quick response to a simple question is required.
3. Email should be used to answer incoming email correspondence.
4. Answer all email promptly.
 - National Workers: At a minimum, check email every other day or as directed by your OIC.
 - Board of Directors: Check email once per day during the business week (Monday-Friday). Responses should be sent within 48 hours.
5. When sending email, those listed in the “Mail To” section of the memo are expected to submit responses to the sender. Responses are optional from those listed in the “Cc” section of the memo. Refrain from sending responses to all recipients on memos of a personal nature (i.e. vacation, family updates, notes of appreciation, acknowledgments of receipt, etc.). In those cases, cc: PRES, ADV, and your OIC only.
6. When forwarding email to other departments to be answered, send a general reply to the sender stating that you have done so:

SAMPLE: “Thank you for contacting Multiples of America. Your email has been forwarded to the appropriate person. You can expect a response within a week. Please contact me if you do not receive a response.”
7. If an email message is not answered, a follow-up memo may be resent via e- mail. If necessary, the memo should be sent via postal mail as confirmation.
8. Always refer anyone looking for a local club to the organization website, www.multiplesofamerica.org and/or to the Executive Office at the EO’s email address, info@multiplesofamerica.org.
9. When sending email to someone outside the organization, clearly state your position within Multiples of America and let the contact know that correspondence may be shared with other Board of Directors members or National Workers.
10. When sending email memos to the EO, you can expect a response within 24 hours during the business week (Monday-Friday). Requests submitted during the weekend will receive a response within 48 hours. Requests to the EO from National Workers should be directed to the worker’s OIC.
11. Replies to emails should include the text of the original email.

X. MAILING GUIDELINES

When preparing a mailing:

- Begin preparing all copy well in advance of the mailing deadlines. All items must be reviewed and approved by the department OIC prior to sending to the President for final approval.

When submitting mailing materials to the President, include the following:

- Send items via email in order to arrive by the deadline noted below.

| Mailing | Due to President | Due to EO from President |
|--------------------|-------------------------|---------------------------------|
| Fall Mailing 1 | 09/13 | 10/19 |
| Fall Mailing 2 | 10/11 | 10/17 |
| Spring Mailing | 03/07 | 03/14 |
| Credential mailing | 04/08 | 04/11 |
| Election mailing | 04/15 | 04/18 |
| Membership mailing | 04/22 | 04/25 |

XI. BASIC INSTRUCTIONS FOR SUBMITTING COPY or FLYERS for Multiples of America's *Multiple Connections/Club Connections*

A. Writing and Formatting

All copy should be submitted using the Template for Submitting Copy to MPVP Microsoft Word file. Find the file in the Volunteers Only section of the website or get it from your OIC.

All copy should be formatted as follows:

- Times New Roman font, 11 pt. size
- 'Black' ink color (not 'auto black')
- Align left
- Single line spacing, with a forced return between paragraphs
- One space after punctuation at the end of each sentence
- Book titles should appear in italics (not underlined).
- Do not indent lines
- Do not use headers or footers
- Use italics or quote marks sparingly to add emphasis to a particular word or phrase. Do not use all caps, bold or underlines for emphasis. Underlining implies an active hyperlink to the reader.

Multiples of America uses the following specific style guidelines for *Multiple Connections/Club Connections*:

- Each local club name should be in bold, with the state in parentheses. Example: **Las Vegas Mothers of Older Twins Society (NV)**. Exception: club names are not bold in photo captions or in memorials. Confirm that each club mentioned in your article is a current member of Multiples of America by emailing your OIC before submitting your article.
- Format the title of the publication in italics as: *Multiple Connections, Club Connections*
- Spell out Multiples of America on each reference; do not abbreviate to MOA.
- Do not adjust type styles for design.

Word limits:

- President, 1,000 – 2,000 words
- Feature articles, 600 – 1,000 words
- All other contributors, 400 – 500 words

B. File Names

Save your article (or flyer) by following this sample format:

BreastfeedingMultiples(Last Name)MConnJan24

- The format should include:
 - o The title of your article (shortened, if lengthy)
 - o Your last name in parentheses
 - o Name of the publication (MConn or CConn)
 - o Abbreviation for month
 - o Last two digits of the year
- Do not include spaces or underscores in your article's file name

C. Submitting Copy or Flyers

Allow sufficient time before deadlines to prepare and proofread your article (or flyer).

Articles (or flyers) should reach the Media & Publications Vice President on or before the deadline for each issue (as outlined in the Media & Publications checklist). These deadlines are critical for the production timeline.

When emailing your article (or flyer), make the subject of your email match the title of your article. Our example subject line would read: BreastfeedingMultiples(Last Name)MConnJan24

Attach your Microsoft Word or PDF document to the email, and be sure it is listed in the Article Submissions Log (either by you or your OIC).

Do not send compressed files such as ZIP.

D. Submitting Photos and Captions

Submit photos whenever possible!

Send a completed photo permission form with each photo. Label photos using the title of article and number (see example below).

Obtain permission to publish the photos by sending the Photo Submission Agreement form to the person who owns each photo. Submit the completed forms with photos to the Media & Publications Vice President. Photographs may not be used without permission. Permissions submitted via email must include the member's name and full club name, along with statement of permission.

Example email:

From: Member@aol.com
Date: Tues, 5 Dec 2023
Subject: BreastfeedingMultiples(Smith)Photo1of1MConnJan24
To: media@multiplesofamerica.org

In a Word document, type a caption for each photo, and include the file name of the photo to ensure the caption is matched with the correct photo. Submit this Word document to the Media & Publications Vice President via email.

Example caption:

BreastfeedingMultiples(Smith)Photo1of1MConnJan24

Mary Smith of Two-by-Two MOTC (NY) uses a nursing pillow to breastfeed her twins, Emily and Sarah, who are nine months old.

XII. AUDIT PREPARATION PER PERSON

| Item | Position | Date |
|--|-----------------------|----------------------|
| All hotel contracts as of 7/31 | EVP | August 31 |
| Final hotel bill, current year convention | EVP, FVP | End of Convention |
| All tour contracts | EVP | End of Convention |
| All other contracts | President | August 31 |
| Final or work in progress grant reports | Grant Coordinator/FVP | July 31 |
| Largest clubs list (over 300 members) | FVP | July 31 |
| Dues renewal forms for largest clubs | EO | August 31 |
| All original Program Booklet advertising forms | EO | August 31 |
| All original MOMs Mall forms | EO | August 31 |
| All original registration forms | EO | August 31 |
| Bank Statements, deposit reports | EO | Monthly, as received |
| Monthly receipts, bills, invoices | EO | Monthly, as received |
| Signed copies of all Minutes from previous July through following August | EO | As completed |

A. Audit Procedures as Completed by the Executive Director

1. Monthly Receipts and Disbursements Files
 - a) Review all disbursements, deposit reports, and bank statements along with back up documentation (bills, invoices, receipts, bank notices, etc.) for all operating accounts.
 - b) Receive and review all investment accounts, such as Certificates of Deposit.
 - c) Make all adjusted journal entries necessary before fiscal year-end.
 - d) Reconcile all bank accounts at fiscal year-end.

2. Deferred Income and Accounts Payable
 - a) Deferred income: Income that is collected in the current fiscal year for the following year should be recorded separately on deposit reports. File these deposit reports in a separate folder for the auditor to review and make adjustments.
 - b) Accounts Payable should be tracked separately and the report filed in a separate file for the auditor to review and make adjustments.
3. Convention Registration Paperwork (to be done in August)
 - a) File all original Program Booklet Advertising Forms.
 - b) File all original MOMs Mall forms.
 - c) File all original Registration Forms.
4. Contracts
 - a) Request any new hotel contracts and/or addendums to present contracts from the Events Vice President and file in the Hotel Contract file.
 - b) Request any other contracts in effect for the current year from the President.
5. Include all IRS W2/W3 and 1099/1096 paperwork.
6. Minutes
 - a) Pull previous year's minutes file and refile in this year's box, those minutes from the previous year's Convention General meeting and BOD meetings (pre and post).
 - b) File a copy of the current year's minutes, including Midterm Board of Directors meetings, Convention Board of Director's meetings (pre and post) and Convention General Session.
 - c) Only include signed copies of the minutes.
7. Prepare the following Reports to be filed with the Treasurer as well as the Auditor for the current fiscal year (all directly from QuickBooks):
 - Chart of Accounts and Budget
 - General Ledger by Account
 - General Journal Report
 - Adjusted Journal Report
 - Final Bank Reconciliations as of 7/31/xx and Voided Checks Report
 - Donated Expenses Report
 - Equipment Worksheet and Video Inventory (these are the only reports not available on QuickBooks)
8. File a copy of the current Equipment Listing as of fiscal year-end in the binder.

B. Audit Procedures Completed by the Finance Vice President

1. Grant Information
 - a) Prepare grant reports and verify with the Grant Coordinator that all income and expenses have been recorded correctly prior to year-end.
 - b) Make any final adjustments before fiscal year-end.
 - c) Prepare final grant reports, per grant, for the current fiscal year.
2. Largest Club Dues/Renewal Information
 - a) Create a list of the largest clubs with membership over 300 once membership is closed for the year.