

# NATIONAL REPRESENTATIVE CHECKLIST

## 2025-2026

These are the duties of the member club's National Representative.  
The duties are listed by month to assist in performing the job responsibilities.

Contact the Research & Membership Development Vice President  
at [research@multiplesofamerica.org](mailto:research@multiplesofamerica.org) with any questions.

### AUGUST

- Report on Multiples of America business conducted this summer at your local club meeting.
- Club Helpline* is out! Read it over and share information with club members.
- PAY DUES FOR ALL CLUB MEMBERS.** Fill out the online form/Membership Application and upload your member spreadsheet. You can then pay with PayPal (preferred) or send those items with a check to Executive Office. See <https://multiplesofamerica.org/renew/> for more information. Make copies of all forms for your records. **Dues run through August and are delinquent after September 30.** If not received online or postmarked by that date, there will be a \$20 late fee. New members can be added at any time. Find the online forms and information at: <https://multiplesofamerica.org/add-on/>. Payment is \$15 for each new member.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all 2025-2026 members have received it.

### SEPTEMBER

- Report on Multiples of America's business handled this past summer at club meeting if club does not meet in August.
- Multiples of America's *Multiple Connections* received electronically by all members – Verify that all 2024-2025 and 2025-2026 members have received it.
- Remind your club Treasurer and/or President to prepare the Group Exemption paperwork. **DEADLINE IS NOVEMBER 1.** For instructions, see the *Club Tips for Group Exemption* located in the Members' Only section under Group Exemption.
- Dues are delinquent after September 30.** Fill out the online form/Membership Application and upload your member spreadsheet. You can then pay with PayPal (preferred) or send those items with a check to Executive Office. See <https://multiplesofamerica.org/renew/> for more information. Make copies of all forms for your records. **Dues renewal DEADLINE is September 30.** If not received online or postmarked by that date, there will be a \$20 late fee. New members can be added at any time. Find the online forms and information at: <https://multiplesofamerica.org/add-on/>. Payment is \$15 for each new member.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all 2024-2025 and 2025-2026 members have received it.

## **OCTOBER**

- Review Multiples of America website ([www.multiplesofamerica.org](http://www.multiplesofamerica.org)) for new information and share this with your club.
- Submit dues and payment for any new members to Executive Office. Also submit any member change of address. If submitting dues renewal late, be sure to include the \$20 late fee. (*Remember late fee does not apply to 'add-on' members if you paid club dues on time by September 30.*) <https://multiplesofamerica.org/add-on/>
- Club Helpline* is out! Read it over and share information with club members.
- FALL MAILING, part1, RECEIVED which includes the new Members' Only password and other information:
  - Encourage club members to read through their copies which they received by e-mail.
  - Share information on organization news, including the President's letter, with your club.
- Remind your club Treasurer and/or President to prepare the Group Exemption paperwork. **DEADLINE IS NOVEMBER 1.** For instructions, see the *Club Tips for Group Exemption* located in the Members' Only section under Group Exemption.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all 2025-2026 members have received it.

## **NOVEMBER**

- Submit Group Exemption paperwork by November 1**, if applicable.
- Review Multiples of America's website for updated information and research and share new information with your club.
- Submit add-on dues and contact information for any new members and any changes of address to the Executive Office. <https://multiplesofamerica.org/add-on/>
- Multiples of America's *Multiple Connections* received electronically by all members – Verify that all 2025-2026 members have received it. **This is first issue of the year for any new members.**
- FALL MAILING, part 2, RECEIVED which will include the new Members' Only password (which will begin on Dec. 15) and other information:
  - Encourage club members to read through their copies which they received by e-mail.
  - Share information on organization news, including the President's letter, with your club.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all 2025-2026 members have received it.
- If your club has not renewed**, Multiples of America will be reaching out to the primary contacts for your club by email/phone to see if there is anything we can help you with or any questions you may have about renewing your membership.

## **DECEMBER**

- Review Multiples of America’s website for updated information and research and share new information with your club.
- Submit add-on dues and contact information for any new members and any changes of address to the Executive Office. If this is not done periodically, your new club members will not receive Multiples of America’s *Multiple Connections* or other access to services. <https://multiplesofamerica.org/add-on/>
- Submit any proposed changes to Multiples of America’s Bylaws/Standing Rules to the **Parliamentarian by December 15.**
- Club Helpline* is out! Read it over and share information with club members.
- Multiples of America’s *Special Delivery* received electronically by all members – Verify that all 2025-2026 members have received it.
- Any members who meet the qualifications and wish to run for an elected office should submit an **Officer Candidate Application (OCA) to the Nominating Chair by January 15.** The online OCA can be found in the Members’ Only section of the website.
- The **new PASSWORD for the “Members’ Only” section of the Multiples of America website begins December 15.** It is found in the Fall Mailing. Please share with your members at the next club meeting to begin use on December 15. Remember that this is a “Members’ Only” password and should not be printed in your club newsletter or posted online.

## **JANUARY**

- Review Multiples of America’s website for updated information and research and share new information with your club.
- Multiple Birth Awareness (MBA) Month is in April.** Begin discussion and planning of MBA event(s) to be held by your local club that month. Check out the MBA toolkit in the Members’ Only section of our website for additional information and suggestions.
- As your club adds new members throughout the year, remember to send their names and contact information to Multiples of America. New members should be added year-round. Use the PayPal option in the Members’ Only section of the website (preferred) or mail a check totaling \$15 for each new member. <https://multiplesofamerica.org/add-on/>
- Any members who meet the qualifications and wish to run for an elected office should submit an **Officer Candidate Application (OCA) to the Nominating Chair by January 15.** The online OCA can be found in the Members’ Only section of the website.
- January issue of Multiple of America’s *Multiple Connections* received electronically – Verify that all members have received it.
- Multiples of America’s *Special Delivery* received electronically by all members – Verify that all members have received it.

## **FEBRUARY**

- Review Multiples of America's website for updated information and research and share new information with your club.
- Begin/Continue planning for your **Multiple Birth Awareness** event(s) in April. Finalize plans by the end of the month. Be sure to notify the Events Vice President of the details of the event.
- Encourage club members to **submit photos** to be used in *Multiple Connections* or *Club Connections*. Find the photo submission agreement under "Forms and Agreements" in the Members' Only section of the website.
- Club Helpline* is out! Read it over and share information with club members.
- Submit any changes of address to the Executive Office. <https://multiplesofamerica.org/change-contacts/>
- As your club adds new members throughout the year, remember to send their names and contact information to Multiples of America. New members should be added year-round. Use the PayPal option in the Members' Only section of the website (preferred) or mail a check totaling \$15 for each new member. <https://multiplesofamerica.org/add-on/>
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all members have received it.

## **MARCH**

- Review Multiples of America's website for updated information and research and share new information with your club.
- Prepare and implement advertising for Multiple Birth Awareness event(s). The MBA toolkit on the Multiples of America website has publicity information and press releases to help you.
- March issue of Multiple of America's *Multiple Connections* received electronically – Verify that all members have received it. Read two articles and summarize them at your next club meeting.
- Submit add-on dues** and contact information for any new members and any changes of address to the Executive Office. Last month to submit new members to be included in your club's credential count for voting at convention. **DEADLINE IS MARCH 31.** (Please note members should still be added in future months, but will not be included in credential count for voting purposes.)
- SPRING MAILING/NEWSLETTER RECEIVED:
  - Encourage club members to read through their copies which they received by email.
  - Share information on organization news, including the President's letter, with your club.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all members have received it.

## APRIL

- Review Multiples of America’s website for updated information and research and share new information with your club.
- Attend the **Multiple Birth Awareness** month event(s) and have fun! Promote your local club and Multiples of America and be sure to forward photos and the publicity your club received to the Executive Office along with a photo release form (found in the Members’ Only section of the website). Some of them may even be included in future issues of *Multiple Connections* or on our social media!
- April is our annual fundraising month**; consider individual or club “gifting” to Multiples of America to help in growing our mission.
- Submit any changes of address to the Executive Office. <https://multiplesofamerica.org/change-contacts/>
- CREDENTIAL MAILING RECEIVED. Get your Club President to sign your Credential Card and return to the Executive Office. **DEADLINE TO RETURN CARD IS JUNE 10**. This is VERY IMPORTANT – your Credential Card must be returned on time for your delegates to be able to vote at convention!
- CONVENTION ELECTION MAILING RECEIVED which will include convention information, proposed bylaw changes and budget proposal, and other information.
- DUES RENEWAL MAILING RECEIVED which will include your Dues Renewal form, club listing, and other information:
  - Distribute materials as needed.
  - Share information on organization news, including the President’s letter, with your club.
- As your club adds new members throughout the year, remember to send their names and contact information to Multiples of America. New members should be added year-round. Use the PayPal option in the Members’ Only section of the website (preferred) or mail a check totaling \$15 for each new member. <https://multiplesofamerica.org/add-on/>
- Club Helpline* is out! Read it over and share information with club members.
- Multiples of America’s *Special Delivery* received electronically by all members – Verify that all members have received it.

## MAY

- Review Multiples of America’s website for updated information and research and share new information with your club.
- May issue of Multiple of America’s *Multiple Connections* received electronically – Verify that all members have received it. Read two articles and summarize them at your next club meeting.
- Encourage members to consider volunteering to be a National Worker for Multiples of America. The **Volunteer Form** can be found in the Members’ Only section of the website. Applications are due by June 15.
- Elite Club Status** dues renewal **DEADLINE is June 30**. Start planning now to pay your club’s 2025-26 membership dues.
- Multiples of America’s *Special Delivery* received electronically by all members – Verify that all members have received it.

## JUNE

- Review Multiples of America's website for updated information and research and share new information with your club.
- CONVENTION Registration is due by **June 10**.
- Credential Card for voting purposes is due by **June 10**.
- Club Helpline* is out! Read it over and share information with club members.
- Encourage members to consider volunteering to be a National Worker for Multiples of America. The **Volunteer Form** can be found in the Members' Only section of the website. Applications are due by June 15.
- Elite Club Status** dues renewal **DEADLINE is June 30**. Start planning now to pay your club's 2025-26 membership dues.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all members have received it.

## JULY

- Review Multiples of America's website for updated information and research and share new information with your club.
- July issue of Multiple of America's *Multiple Connections* received electronically – Verify that all members have received it. Read two articles and summarize them at your next club meeting.
- Multiples of America's *Special Delivery* received electronically by all members – Verify that all members have received it.
- Attend the 65<sup>th</sup> Multiples of America Convention. Further details can be found on Multiples of America website.