

**MASSACHUSETTS TOWN CLERKS' ASSOCIATION
COMMITTEE & BOARD POLICIES & PROCEDURES MANUAL**

As of December 4, 2023

INTRODUCTION

This manual has been developed and compiled by the Executive Board to document current membership expectations and practices, and expand upon the duties and responsibilities of the MTCA committees, as outlined in the Association Bylaws. Article VI, Section F of the Association Bylaws reads as follows:

The Executive Board shall have the authority to create policies and procedures for officers and committees of the MTCA.

PART 1. MEMBERS

Member Recognition Program

Purpose

To recognize and promote excellence in the municipal clerk profession.

Awards Committee

The Committee shall consist of five members as follows: President, Immediate Past President, and 3 members of the Massachusetts Town Clerks Association, appointed by the President. The three appointed members shall be appointed for three-year, staggered terms. Initial appointments shall be for one, two and three years, to provide for the initial staggering, with subsequent appointments made for three years, or for the appropriate number of years to fill an unexpired term.

The Committee shall be responsible for administering the "Annual Town Clerk of the Year Award" program. The Award shall be presented annually at the Association's Annual Meeting held in June.

Town Clerk of the Year Award

1. Nominations

Nominations shall be solicited no later than the month of March each year. Nominations may be made by one or more of the following: fellow Town Clerk, a member of the Awards Committee, Town Administrator/Town Manager or other Chief Administrative Officer, Board of Selectmen or Town Council of the nominee's community.

2. Criteria

Selection of a recipient of the award shall be based on the following criteria:

- a. A minimum of five years as a Town Clerk in the individual's current community;
- b. Active involvement in the Massachusetts Town Clerks Association and its programs;
- c. A significant accomplishment in a given recent year, or an accomplishment over a period of years;
- d. Demonstrated commitment to professionalism in the Town Clerk position and Office;
- e. Community involvement, with a demonstrated commitment to the cause of good local government;
- f. Recognized as a Clerk who displays characteristics of integrity and leadership, and who has received the respect and confidence of his/her peers;
- g. Adherence to the MTCA Code of Ethics;
- h. Shall not have received the Award in the previous five years;
- i. Shall NOT be a sitting Officer or Executive Board member of the MTCA
- j. Additional criteria may be suggested by the Awards Committee, and are subject to approval of the Executive Committee.

3. Selection

The Awards Committee shall bring the name of the proposed Award recipient to the Executive Board in advance of the Annual Meeting. The Executive Board shall vote on whether the individual shall be the recipient for the year. The name of the proposed recipient shall not be disclosed to anyone except the Executive Board prior the Award being presented at the Annual Meeting of the Association.

4. Award

The Committee shall make arrangements for an appropriate plaque or other suitable nominal physical recognition of the award, and Association funds shall be budgeted annually for this expense.

5. Other Recognitions

The Committee, at its discretion and after consultation with the Executive Board, may make other member recognitions from time-to-time.

Certification Program (CMMC) and Certification Administrator

The Certification Administrator shall be responsible for the following:

- Notifies members, through the website or other means, of availability of applications, test dates and deadlines.
- Provides for availability of application forms at all MTCA Conferences.

- Receives and responds to all communications regarding certification and testing.
- Processes all exam applications.
- Prints and distributes by certified mail all tests semi-annually (between January 1 and 7, and July 16 and 23).
- Receives and grades tests and notifies applicants of results and review period.
- Notifies Examination/Certification Board, in writing, of request for review/appeal. Assists the Board in the review/appeal process.
- Mails, receives and processes all re-certification applications. Notifies applicants and prepares certificates.
- Presents certification and re-certification certificates to successful candidates at MTCA conferences.
- Retains examination applications and test answer forms until after review period. Retains all applications for certification as permanent records.
- Submits all fees and reports all expenses to the Treasurer in a timely manner.

Fees shall be as follows:

- Examination fee shall be fifty dollars (\$50)
- Certification fee shall be twenty-five dollars (\$25)
- Re-certification fee shall be fifteen dollars (\$15)
- The Certification Administrator shall receive 50% of all fees paid to the Treasurer for the CMMC program, and shall submit a bill to the Treasurer for payment.

Sunshine Fund Administrator / Social Secretary

The Sunshine Fund Administrator/Social Secretary shall be appointed by the President on an annual basis, for a term that shall expire on June 30. The Administrator's duties are to make appropriate recognition of member contributions, retirements, illnesses or bereavements.

1. **PURPOSE:** To provide for a member sponsored financial resource that will support expressions of sympathy or good-will toward colleagues who experience personal illness, death or retirement. ***Information about a member's hospitalization, illness, bereavement or retirement, should be conveyed as soon as possible to the President & Sunshine Fund Administrator so that action can be taken without delay.***
2. **BACKGROUND:** To recognize and provide for consistent guidelines on observance of expressions of sympathy and condolences toward members within MTCA who experience loss of family members or personal hospitalizations.

3. POLICY: Funds will only be generated primarily through membership dues or on a voluntary basis. The solicitation of funds will occur tri-annually via email and/or at the scheduled MTCA conferences. However, members may choose to contribute at any time. Acknowledgement of donations will be sent to each member as a cross-reference. Donations made payable to MTCA /Sunshine Fund.

The following guidelines should be considered when making Sunshine Fund expenditures:

RETIREMENTS:

- A. TOWN CLERK WITH 5 YEARS OR MORE SERVICE: In the event of *the retirement* of any current MTCA Town Clerk with five or more years of service, a gift of up to \$75 will be sent using resources from the sunshine fund.
- B. TOWN CLERK WITH LESS THAN 5 YEARS OF SERVICE: In the event of *the retirement* of any current MTCA Town Clerk with less than five of service, a certificate of appreciation will be sent.

ILLNESS:

- A. ANY MTCA MEMBER: In the event of *hospitalization* of any MTCA member where the *hospital stay* extends beyond 48 hours, a get-well card will be sent using resources from the sunshine fund.
- B. CURRENT MTCA OFFICERS: In the event of *hospitalization* of any current MTCA officer where the *hospital stay* extends beyond 48 hours, a floral arrangement/planter will be sent using resources from the sunshine fund.
- C. OTHER: No flowers or cards will be sent for the hospitalization of any family member of an existing MTCA member.

BEREAVEMENTS:

- A. ANY ACTIVE MTCA MEMBER/OFFICER & TOWN CLERK ONLY: In the event of the *death* of any MTCA member or officer who is an active Town Clerk, an attempt will be made to determine whether flowers or a charitable donation is preferred. If some alternative form of memorial action is suggested by parties close to the family of the deceased, the President will determine what action will best represent our membership's expression of concern. ***If flowers are sent,*** they will normally be sent to the appropriate funeral home, and resources from the fund will be for an approximate \$75 arrangement including taxes & delivery fee. ***If a charitable donation is preferred*** in lieu of flowers, the fund will provide a \$75 donation and the President/Sunshine

coordinator will notify all MTCA members of the opportunity to make additional voluntary contributions to the charitable organization identified.

B. ANY FAMILY MEMBER OF AN ACTIVE MTCA MEMBER/OFFICER & TOWN CLERK ONLY: In the event of the *death* of an immediate family member (as defined below), a sympathy card &/or flowers will be sent using resources from the fund or a memorial contribution will be sent to a designated charitable organization. If some alternative form of memorial action is suggested by the affected MTCA member, the President will determine what action will best represent our membership's expression of concern. ***If flowers are sent***, they will normally be sent to the appropriate funeral home, and resources from the fund will be for an approximate \$75 arrangement including taxes & delivery fee. ***If a charitable donation is preferred*** in lieu of flowers, the fund will provide a \$75 donation and the President/Sunshine coordinator will notify all MTCA members of the opportunity to make additional voluntary contributions to the charitable organization identified.

- i.) In cases of death, for the purpose of implementing this policy, **immediate family includes**: spouse (or long-term partner), children, step-children, and parents.
- ii.) In the case of the death of a **MTCA members' in-law, grandparents, brothers and sisters** the member will be sent a sympathy card. Flowers will not be sent with resources from the fund. An eligible in-law for the purpose of this policy includes a mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in—law or son-in-law.

MISCELLANEOUS:

- A. At the discretion of the President or Executive Board, a Letter of Appreciation or Certificate of Appreciation may be presented to any present or past Town Clerk.
- B. At the discretion of the President with approval of the Executive Board, a gift, donation, card and/or flowers may be sent to a person who is ill or has had a death in their immediate family as described above. This person must have made a substantial impact in some way to the Association either by teaching classes, through donations of either monetary value or their time.

Software Coordinator

The software coordinator position is intended to provide support and training to the Executive Board and members of committees who are required to utilize the MTCA software for processing MTCA business relative to membership and conferences.

This individual is appointed by the outgoing President prior to a new President taking office and to serve for the 2-year term of the incoming President. The position will have an annual stipend of \$1200 with ½ paid in January and the remainder in June along with any additional per diem costs for services outside the scope of this position that are billed to the association by the software coordinator (see per diem section below).

The software coordinator is responsible for **training** as follows:

- Providing an annual training session for software users & E-Board members
- Providing new software users with up to 2 hours training upon appointment
- Maintain and disseminate the software manual, making corrections and additions as necessary

The software coordinator is responsible for **software functionality** as follows:

- Maintaining lists of software users, access levels & passwords as well as distribution of new software versions as they become available
- Leads the implementation of the software flip with software vendor, treasurer and assistant treasurer to ensure the membership data (member lists & income) and conference income within in the software matches treasurers' records – making corrections when necessary

The software coordinator is responsible for **ensuring proper use and implementation** of the software in the following manner:

- Initiate processing reminders and deadlines via email to users prior to each conference for the following: scholarships, vendors, clerk teacher credits
- Initiate processing reminders and deadlines via email to users post conference about class attendance credits
- Initiate processing reminders via email relative to processing vendor annual website sponsorships, processing membership benefits (email, gmail access) and CMMC certifications.

The software coordinator acts as the **main contact between the MTCA and the software vendor** regarding software issues and updates. With the exception of the Treasurer, Assistant Treasurer (processing memberships) and the Conference Administrator, all software users must work through the software coordinator who will contact the vendor about software issues. The treasurer, Assistant Treasurer and Conference Administrator must copy the software coordinator on software issue communications with the vendor.

Per Diem events such as the following could result in additional compensation of \$20/hour or an agreed upon lump sum to the software coordinator.

- Implementation of New Software Functionality (prior approval by E-Board required)
- Addressing software users' failure to perform tasks which they are responsible for
- Additional trainings necessary beyond the scope to ensure proper software processing
- Management of unforeseen software issues beyond the scope

PART 2. CONFERENCES

Conference Registration Administrator

- Receives and processes all conference registrations and fees
- Maintains registration desk at conferences
- Maintains an accurate account of all conference attendees and reports results to Conference Committee
- Submits all conference receipts to the Treasurer in a timely manner

Education Committee Roles

Chairperson

- Schedule all committee meetings and disseminate meeting materials.
- Create meeting agendas; finalize minutes & ensure they are posted to the MTCA website.
- Review draft of IIMC class descriptions with IIMC coordinator prior to submittal.
- Ensure all responsibilities of the committee, in preparing the education classes for conferences, have been fulfilled.
- Assigns class coordinators and inform coordinators of the deadlines to obtain confirmation from presenters and description of classes for brochures.
- Create spreadsheet identifying class name, class presenter (s), class coordinator, class monitor, room set up requirements (podiums, panel tables, etc) and any AV requirements (microphone, projector/screens, etc).
- Inputs conference class information into the MTCA database, including class name, date/time, presenters' names.
- In accordance with the conference deadlines, submit the
 - Confirmed class list to MTCA President, 1st and 2nd VP for inclusion in the E-Board meeting packet.
 - Class titles & descriptions to brochure coordinator
 - AV and any room set up needs to the 2nd VP

Vice - Chair

- Work closely with the Chair
- In the absence of the Chair, the Vice-Chair will assume the role of the Chair.
- Take minutes at all Education committee meetings and submit to the Chair for review.
- Support Committee in carrying out their duties and stepping into those roles if necessary.

IIMC Class Coordinator

- Reviews and edits (with Chair), as necessary, class descriptions submitted to align with IIMC guidelines to position the educational offerings to provide maximum class credits to conference attendees
- Submits class descriptions and IIMC class assessment forms to IIMC for CMC and/or MMC class credit approvals
- Provides Evaluation Coordinator with IIMC surveys to be disseminated by class monitors in each class

Evaluation Coordinator

- Provides class monitors with copies of sign in sheets (obtain from the Chair) & IIMC class assessment forms (obtain from IIMC class coordinator) ahead of class time.

Education Certification Database Coordinator

- Responds to all individual requests by Clerks for information about conference / class attendance.
- Reports updated information to Certification Coordinator to support applications for certification or re-certification.
- Supply clerks with a certificate of completion or transcript of all classes taken, upon request.

Education Database Coordinator

This individual is appointed by the President, is a member of the Education Committee and shall be responsible for the following:

- Maintains database of all conference education program attendees
- After each conference, using the attendance sign in sheets, enter attendees into the MTCA database, along with evaluations and corrects any errors that may arise from non-registered attendees.

Registration Coordinator

The MTCA bylaws require one of the Education Committee members to have these responsibilities:

- Set up online registration.
- Monitor the class registrations, paying attention to the maximum attendees – consult with and make recommendations to the 2nd VP regarding potential capacity issues.
- Respond to and resolve any issues with attendees using the online registration system.
- Submit questions from class attendees to appropriate class coordinator to forward to the presenters at least a week before the conference.
- Provides signs to be posted outside the classrooms to identify where classes are held

2nd Vice President

The MTCA 2nd VP is an advisory member of the education committee by virtue of position.

- Provides the committee with essential information regarding timelines and outlining hotel parameters (# / capacity of rooms, class / break schedules, AV equipment options, etc)

Any member of the education committee, even if holding a role above, may volunteer to work as one or more of the following positions:

Class Coordinator

- Once class subjects are established, contacts appropriate presenter to confirm availability for date & topic; collects bio, class description, class set up needs (podium, panel table, etc) and AV needs (#/type microphones, projector/screen, etc); forwards all to Chair

Class Monitor (Each committee member is expected to take one or two classes)

- Arrives early for class to connect with the presenter and ensure room set up and AV is as expected; Resolve issues with hotel staff and/ or contact Chair, Class Coordinator or 2nd VP
- Introduce the class presenter at the beginning of the class
- Ensures presenters break at the correct times and coordinates the class start up after the break
- Informs attendees how to complete the attendance sheets and the requirements for obtaining class credit for IIMC and / or CMMC.
- Distributes attendance sign in sheets and IIMC survey evaluations and collects completed materials at the end of the class to forward to the Education Database Coordinator and/or Chair.

Communication committee liaison (website)

The Chair will appoint any member of the committee to manage the Education Committee page of the website including the following:

- Upload committee agenda and minutes
- Upload education session presentations

Conference Speakers

- A conference speaker is an individual who teaches a class or workshop, whether for credit or for professional development.
- Credit classes shall be a minimum of three hours in duration. Three hours shall be considered a half-day class, and six hours shall be considered an all-day class.
- All speaker fees shall be approved in advance by Treasurer, President, and Second Vice President, prior to any commitment to the speaker. All contracts shall be signed by the Treasurer and an Officer of the MTCA. Any expenditure for a conference speaker that exceeds \$1,500 for a half-day class (3 hours) or \$2,000 for a full-day class (6 hours), including travel expenses, shall require the prior approval of the Executive Board.
- No more than one-half of the speaker fee shall be paid to the speaker prior to the event. The balance of the payment shall be available and paid by the Treasurer upon the conclusion of the class.
- Hotel arrangements for any speaker shall be done by the speaker.
- Any Clerk, professional instructor, or state official who is asked to teach a class will be responsible for adhering to the curriculum and class outline agreed upon in advance with the

Education Committee. Class time shall not be used for personal lobbying on any issue. Any variations on the curriculum shall be discussed and approved in advance by the Education Committee.

- Clerks who are invited to teach a class: the Association will waive their conference fee registration and the cost of 1 (one) meal per class teaching (excluding the banquet). Clerks are not compensated by the Association for attending or teaching at a conference.
- State Officials who attend conferences and who are invited to teach a class are not required to pay a registration fee for the conference, and the Association will pay for lunch or breakfast, as determined by the President. State Officials are not compensated by the Association for attending or teaching at a conference.
- Meals for instructors and/or Invited lunch meeting speakers (who are not a Clerk):
 - The Association will pay for lunch for any instructors who are invited to teach both the AM and PM class sessions.
 - The Association will offer the opportunity for speakers to register for ½ price breakfast or lunches – and must be done on or prior to the deadline to provide meal counts to the hotel.
 - The Association will pay for lunch for the invited luncheon meeting speakers. In the event multiple people from the invited State Agency want to join the invited speaker to the luncheon they will be provided the opportunity to pay 1/2 price for the luncheon. The President has the authority, in consultation with the Treasurer and the 2nd VP to determine if it is appropriate to waive any luncheon costs.

Conference Class Cancellation Policy (weather related and/or instructor issues)

In the event of a weather related/or other event which necessitates a decision on whether to cancel a scheduled conference class/event, the President, in consultation with the Officers and the Education Committee Chair, shall make the final determination to cancel the class/event. Upon the cancellation of a class or other conference event, the President or his/her designee shall notify the attendees through an email sent via the Google Group or other appropriate form of group communication. Also, the President or his/her designee shall be present to notify any attendees who may already be on site.

In regards to a class cancellation, the Education Committee Chair or his/her designee shall be responsible to notify the class presenter of the cancellation.

Conference Registration

Attendance at any MTCA conference is open to any member of the Association whose dues for the current fiscal year is paid in full prior to the start of the conference. All attendees must pre-register for the conference and classes, and enrollment in classes is done on a first-come, first-served basis. A late fee is applied after the registration deadline and until the conference deadline. The conference deadline, where no additional registrations are permitted, is the day before counts are due to the hotel.

Conference Refunds

Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be entitled to a credit on file for future use. Meal cancellations must be made at least seven (7) days in advance of the first day of the conference in order for a credit to be placed on file for future use, unless the hotel has a more restrictive policy. The Association will make an effort to include cancellation deadlines in the conference brochure.

Conference Brochure

The Executive Board may direct that a conference brochure be produced for the purpose of giving conference attendees an up-to-date program of events, list of vendors, attendees, and other pertinent information. The individual responsible for the production of the brochure shall be appointed by the President, and the expense for printing the brochure shall be paid with MTCA funds by the Treasurer.

Auditing Classes

Classes are primarily for the benefit of Association members. Any vendor or guest of a registered Clerk may audit a class, on the condition that a vacant chair is available, and with prior permission of the instructor. No vendor or guest may participate in the discussion, ask questions, or take handouts (unless there are extra copies after all attendees have gotten them)—i.e., a non-participatory audit.

Vendor late fees

Any vendor registering after the deadline will be allowed to register, if room is available, with a late fee applied. There will be no guarantee that late vendors will have their information in the conference brochure.

PART 3. COMMUNICATION AND MENTORING COMMITTEES

COMMUNICATION COMMITTEE:

The Communications Committee oversees MTCA membership benefits (Members Only Section of the website & Google Email Group) to ensure that MTCA members have access to these important benefits in a timely manner. The Communications Committee is also responsible for the MTCA website and ensuring that the appropriate E-Board member and/or Committee representative are keeping their pages up to date with relevant information for our members. Additionally, the websites advertising sponsorships and New Clerk Welcome communications is managed by the Communications Committee. The following documents have been created and maintained by the Communications Committee: MTCA Google Email Group Etiquette (the policing responsibility belongs with the MTCA President), MTCA Membership Benefits Flyer, New Clerk Welcome Packet/communication, website advertising letter and contract.

- **Chairperson** – meeting agendas / minutes and follow up emails
- **Vendor Sponsor Coordinator**
 - Send out vendor sponsor letters and applications – annually in June
 - Process deposits for vendor sponsors in MTCA software – upon receipt
 - Provide vendor logos to website administrators – annually by August 1st
- **Membership Benefits Coordinator – MTCA Gmail**
- **Membership Benefits Coordinator – MTCA Website Members Only**
 - Provides access & notice to members regarding membership benefit – July thru October
 - Notifies nonmembers prior to removal from benefit – October
 - Processes membership changes as listed in the MTCA database - ongoing
- **Welcome Correspondence Coordinator**
 - New Clerk Welcome email with links/attachments to welcome packet – June & December
 - Provide New Clerk Lists to AP & OCPF – annually in June/July
 - Annual Dues Notice / Email – annually in July and when clarification is necessary
- **Online Welcome Packet Coordinator**
 - Keeps the online welcome packet materials on website up to date – ongoing & annually by June 15th
 - Verifies/updates useful links page of website – ongoing & annually by June 15th
 - Updates Clerks Contact Lists – annually in July
- **Website Administrators**
 - Post Vender Logos to website home / public recorder pages – by Feb 28th
 - Emails members directing them to a new Public Recorder issue – March, June, September, December

- Archives previous Public Recorders as PDF's on the website – March, June, September, December
- Website Content Managers for the following website pages / functions:
 - Home Page / Association News / Jobs / Sponsors
 - About Us – Mission Statement, Past Presidents, Contact Us, Useful Links, Clerk Contact Lists
 - Members Pages - Public Recorder, Subscribe to Alerts & News, Clerks Library
- Oversees / Trains and ensures Website Content Managers are keeping their webpages up to date –
 - Membership Page – **Treasurer/Assistant**
 - Scholarship Page – **1st VP**
 - Conference Page – **Communication Committee Member also on Conference Committee**
 - CMMC – **Certification Administrator**
 - E-Board Page – **MTCA Secretary**
 - Committee Appointments, E-Board Directory
 - MTCA Bylaws, Committee & Board Policies & Procedures manual
 - Agenda & Packet, Minutes, Annual Meeting Agendas & Minutes
 - Committee Pages - **Chairperson or appointed committee representative**
 - Bylaw Review Committee
 - Communication Committee
 - Legislative Committee
 - Mentoring Committee

MENTORING COMMITTEE:

The MTCA's Mentoring Committee is charged with developing a suitable curriculum to assist new Clerks in establishing their offices and establishing a mentoring network for support.

Appointment of Mentoring Committee members – The mentoring committee consists of no more than 12 members with terms that do not expire. When a vacancy occurs on the mentoring committee interested clerks shall submit letters of interest to the MTCA president who shall forward these to the mentoring committee for review and approval. The mentoring committee is responsible for creating criteria qualifications to become members.

The following documents are created and maintained by the Mentoring Committee: Qualifications to become a member of the Mentoring Committee, Mentor and/or hosting requirements & responsibilities.

- **Chairperson** – meeting agendas / minutes and follow up emails
- **Registration Coordinator**
 - Creates & distributes registration forms
 - Manages survey monkey tool
 - Communicates with registrants
 - in advance of class (confirmation of date/time, location information, parking details, PowerPoint handout)
 - after the class (additional documents requested at class, survey link)
- **Host Coordinator**
 - Main contact with host about location details, technology and food
- **Certification Coordinator**
 - Applies for IIMC credit
 - Produces and collects signatures for attendance sheets at workshops
 - Produces and collects evaluations (required as part of IIMC credit) at workshops
 - Inputs attendance into MTCA software & ensures appropriate class credit is recorded
- **Education Coordinator**
 - Keeps Power Points up to date
 - Monitors and updates website sample documents
- **Mentor Coordinator**
 - Maintains mentor lists in MTCA software
 - Host Mentors main contact to coordinate and follow requirements

PART 4. FINANCIAL CONSIDERATIONS

Pledges and Donations

The MTCA shall not pledge, fund or donate to any organization without the prior vote of the Executive Board.

Money Market Account Balance

The Money Market account maintained by the association is intended to be a reserve fund. The account balance shall be maintained at a minimum of \$35,000.00 at all times. In extraordinary circumstances of financial stress for the association, the EBoard may entertain using some of the Money Market funds to provide liquidity to the treasury. The use of the Money Market funds shall be a last resort after using all other means available to the association to resolve any liquidity issues and shall require a majority vote of the EBoard at a regularly scheduled meeting. Once the EBoard has settled the financial issues of the association and is in a position to supplement the Money Market account, the EBoard shall make all efforts to do so.

Credits on File (Membership and/or Conference registration fees)

Any credits placed on file are valid in the MTCA software will expire after 1 year, plus one conference from the date of issue. Any expired credits on file will be processed as a donation to the MTCA.

Debit Card Use Policy

1) Purpose

To establish the Policy and Procedures for the use of MTCA debit card by board members or their designee. These procedures are intended to accomplish the following:

- To enhance productivity, significantly reduce paperwork and improve internal controls.
- To ensure appropriate internal controls are established.
- To ensure that the association bears no legal liability from inappropriate use of the debit card.

2) Scope

The President, in conjunction with the Treasurer, will make all decisions regarding the issuance of the card and the establishment of all additional controls of its use.

3) Policy

- A. The debit card is only to be used in the following situations:
 - Conference/Training Registration; online purchases (memorials and flower donations)
 - Other items specifically authorized by the President
- B. The debit card will not be used for personal purchases of any kind. Use of debit card for personal purchases or expenses with the intention of reimbursing the association is prohibited.
- C. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the debit card.
- D. All cardholders shall take all measures necessary to ensure the security of the debit card and the

card number. Cardholders shall not give their card or their card number to others to use on their behalf.

- E. Lack of proper documentation or authorizations will result in loss of debit card privileges and/ or personal liability.
- F. Misuse of a debit card by an authorized member may result in loss of the debit card.
- G. When using the debit card, the member must ensure that the goods or services to be purchased are budgeted and allowable expenditures. All unauthorized expenses will not be paid by the association.
- J. The member is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise within thirty days. The Treasurer will review the next statement to ensure that the return was properly credited.
- K. It is the responsibility of the member to immediately notify the Treasurer or his designee of any lost or stolen credit card.
- L. The association is exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Please be sure to have a copy of the tax-exempt certificate with you when making a purchase.

4) Procedure

- A. Members who need to use the debit card account must ask first for permission from the Treasurer.
- B. Members are to notify the Treasurer prior to use of the debit card. All users must follow secure practices for online debit card use. Verification of purchase will be requested prior to releasing the card to the member.
- C. Itemized receipts must be obtained by the user and turned in to the Treasurer (either via email, scanned PDF, or a hard copy) within one week of purchase date. It is incumbent upon each member to submit invoices to the Treasurer promptly.
- D. The signature on the receipt shall indicate that goods and/ or services purchased with the debit card have been received.
- E. The debit card will be reconciled monthly by the Treasurer for unauthorized charges and other discrepancies.
- F. It is the cardholder's responsibility to retain the receipts and other documentation.
- G. Upon completion of use, cardholders shall return the debit card to the Treasurer.

5) Audits

Monthly audits will be conducted for card activity and receipt retention as well as statement review by the Treasurer. The detailed activity may also be reviewed annually by the associations independent auditing firm.

PART 5. MISCELLANEOUS

Appointment Time line / Process

Annual Appointments – conducted by the President

- President communicates with Chairs of Committees to obtain recommendations
 - Current members activity, availability & engagement – does anyone need to be replaced?
 - Due to expire – chairs opinion on whether they should be reappointed
- President follows up with committee members regarding interest in reappointment /continuation
- President posts list of appointments available – indicating vacancy or incumbents name if interested in reappointment – allow 3 weeks to obtain emails of interest for appointment

Slate of Officer / E-Board process – conducted by Nomination Committee

- End of February/Beginning of March
 - Nomination Committee sends notice looking for members interested in open positions
- Middle of March to middle/end of April
 - Nomination Committee sends notice of recommended Slate of Officers / E-Board members

Approval of Appointments & Slate of Officers/E-Board Members

- June Conference Meeting
 - Slate of Officers / E-Board presented by nomination committee for association approval & vote
 - Slate of appointments presented to the E-Board for approval. Anyone who was not appointed and expressed interest is placed on an interest list for future consideration should an opening occur midterm.

E-Mail Policy

The attached E-mail Protocols & Etiquette should be followed as a Rule of Conduct for the Association's google group e-mail.

NEACTC

If the NEACTC fundraising group wishes to raise funds at any MTCA Conference, arrangements should be made in advance with the 1st Vice President. Space will be limited to two vendor tables, on a space-available basis, at no cost.

The MTCA supports the efforts of its members who help to organize the New England Conference in Massachusetts, once every six years. The Association supports this effort financially, with a budget allocation of \$1,000 per year.

Recognition gifts will be presented to MTCA members who graduate from the NEMCI&A.