

Chapter Secretary Magna Carta

Dear Brother Secretary,

Welcome to the most important position in a National Sojourner Chapter. The Secretary's position is the one that keeps the chapter functioning and requires attention to details.

If you ever have questions about a problem feel free to call the National Office. There are only three of us, but the ladies are up to date in their areas of responsibility. If they cannot answer your question or solve your problem I am always ready to assist you.

If it's a question on the By – Laws or number of Honorary Members, talk with me.

We are here to assist you in anyway possible.

Attached is a list of normal items that have to be accomplished during a Sojourner Year. It is not a mandatory list but should help you get acquainted with your position.

Bill

William R. Sanner
National Secretary



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Items to be Accomplished on a Routine Basis

Notification of Change of Address, Email address changes, Death Notices all can be reported by Email, FAX, or USPS. We need the Computer Number, name, and what the change is. If using an Information change form you do not have to list the individual's complete record.

MIP Checks should be sent directly to this office. We will send the MIP Information to the Secretary. If the Chapter wishes to present the MIP then notate on the MIP Application, otherwise it will be sent to the Individual.

Donations to the Sojourner endowment Memorial Fund "In Memory of" should include the NOK address and name. The same for "In Honor of." Encourage your members to become Life Members of the 3-6-5 Club.

Donations to the Spirit of America Education Foundation, are tax deductible and encouraged to help support youth leadership conferences, the essay contest and various other youth projects.

When collecting Funds for the meals and payment to the supplier do not include in income. This is not Chapter Income and should not be reported as a meeting expense. Only invited guests who the Chapter pays for should be listed as a chapter expense.

Minutes of Meetings: A copy should be sent to National Headquarters after each meeting.

Chapter Newsletter: A copy should be sent to National Headquarters either electronically or by USPS. We do not need 2 copies. 6 Copies should be kept for submission for the Chapter Newsletter competition and submitted to this office in December of each year. They will be forwarded to the Publication Review Committee for judging.

THE SOJOURNER: Submit pictures and articles for publication. Too many chapters have interesting programs that they don't tell anyone about. They can be sent electronically or by USPS. The larger the picture the clearer it will be when published.

Digital pictures are preferred. Send pictures in the same quality and size as on the camera. Please send pictures in BMP, TIFF, JPEG or other photo format. If mailing pictures, do not write on the back of the picture. (ball point pens can be seen on the front.)

Sponsors of new members: Please print the name of the sponsor. Many of their signatures are not readable. We need to give credit when it is due.

WEB SITE: As new forms are added they will be in a down loadable format so that you can utilize them. The forms will be under Sojourners Only.

What to expect during your term as Chapter Secretary

JULY:

Submit Annual Sojourner Reports and the other reports as prepared by the appropriate individuals are due by 31st. The financial report is extremely important to retain the non-profit status of your chapter.

Submit your 990N E-postcard to the IRS. Email or send a copy of IRS approval to HQ.

AUGUST / SEPTEMBER:

We will email or mail you the new Staff Directory, any changes to the National By – Laws, Circulars and Admin Orders, an Alphabetical Roster of your chapter, Dues Cards for the coming year, and a dues notice that you can utilize to alert the slow payers in your chapter.

Review the Alphabetical Roster to make sure we have the correct status of each member and address. All changes can be submitted by Email, FAX or the USPS. This is important due to the costs of paying for returned copies of THE SOJOURNER.

OCTOBER:

Submit dues received at least **once a month**. Dues for the current year should be submitted pro-rata.

Submit Address changes, changes to the Alphabetical roster, deceased notices, cell phone numbers and Email addresses.

If not already mailed you will receive information on the January Mid – Winter Meeting.

This information should be disseminated to your members at a chapter meeting.

Any outstanding MIP Dividend checks not cashed by 15th are voided.

NOVEMBER:

Submit dues received. Dues for the current year should be submitted as pro-rata with the next year's dues.

Remind members to make their midwinter reservations.

DECEMBER:

Those chapters that participate in the essay Contest should submit their entries. Each Chapter is authorized to submit three entries.

JANUARY:

Review your Dues received and have the sponsor contact those who haven't paid their dues. Many of the older members are no longer in control of their finances.

Essays must be submitted by 15 January.

FEBRUARY:

Final Notices are sent to all members whose dues for the year have not been received.

MARCH:

All National Award Recommendations to be received at HQ by 15 March.

Convention Registration information is sent to all Chapter.

On March 30th all members coded purged for nonpayment of dues for the previous year are removed from the computer records.

APRIL:

On April 15th the checks for the MIP Dividend are mailed. Deposit of these checks immediately is encouraged.

Members whose dues have not been received are coded PURGED and will receive no correspondence from National.

Annual Report Forms are sent to the Chapter Secretaries.

MAY:

Information sheets on New Officers should be completed and returned to National Headquarters immediately after election.

JUNE:

Completion and mailing of the Annual Report Forms should be accomplished. The suspense date for these reports is 31 July.