

– MARC Ops Manual –
– Traditions – Needs to Knows – Friendly Reminders –

The following MARC Officers are in possession of electronic media device: President, Vice President, Treasurer, Recording Secretary, Communicator, Parliamentarian, Jr. Past President, Ways and Means Chairman, Chaplain, Web Master, Foundation Chairman, and Conference Chairman which all are to be passed on at the close of the Conference each year. There is also another electronic media device which goes along with the President beside the Office one. It contains all of the minutes from day one and should also be passed on at the close of the conference.

All Officers and Appointments should prepare articles for the reMARC's when due.

All Officers and Appointments going to do visitations as the MARC Rep. should contact that State President and find out what is needed and/or what will be expected of them on their visit. Prepare MARC report for that state convention.

President

1. MARC President installed in October shall carry MARC Flag at IC Convention the following July.
2. Schedule Board visits for the coming year soon after Annual Conference. Try to avoid Board Members State Convention if at all possible. Make sure all reps traveling review allowed amount and agree to that amount.
3. Set Board Meeting at next year's Conference site soon after Annual Conference.
4. Work with Chairmen of next year's conference to see about room rates for Board meeting to be same as Conference rate.
5. Traditionally the Current MARC President purchases the Regional Gavel Guard for the incoming MARC President. Usually will get it at IC to have on hand for October and avoids shipping charges.
6. Copy all finalized minutes to the larger device and recommend that the financial statement should also be copy for future reference.
7. President plastic tote will have the following:
 - a. Large bag of blue and yellow beads to be use at IC for noise makers.
 - b. The President gavel
 - c. Credential Procedure Manual
 - d. Conference Planning Guide
8. Communicate with Vice President and Jr. Past President to insure smooth change of officers.

Vice President

1. Traditionally the VP has arranged a meeting and/or dinner on Thursday night at Leadership in Colorado with the incoming MARC State Presidents as a way to get to know each other.
2. Traditionally the VP has taken on the responsibility for the purchase of a gift for the outgoing president from the Executive Board. The collection of the money prior to October.
3. Inform current MARC President of information received at IC Leadership, such as credentials, the flag ceremony and anything that would be happening at IC Convention the coming July.
4. Seek out members to serve on committees for the coming year. Review bylaws to insure you have the sufficient numbers on the committees and insure audit committee members are not from the state that the MARC Treasurer is from. Avoid a conflict of interest.

Secretary

1. Record minutes of all meetings held:
 - a. Winter Board Meeting
 - b. Board Meeting at IC
 - c. Membership meeting at IC
 - d. Conference Meeting in October
2. Remind the State Presidents via email that they will need their membership numbers at IC and Annual MARC Conference.
3. Attendance of all Board Members present at all MARC Meetings. Should be recorded in the minutes.
4. Once minutes have been finalized and approved, a copy needs to be forwarded to Board members and the web master for publication.
5. Prepare page to show elected officers for Bank. Will need to prepare at Conference to be printed and to be presented with all documents required by the financial institution. Refer to copy that should be on electronic media.

Treasurer

1. Get your name on the checking account along with the President. You will need minutes of the meeting showing election of officers.
2. Set up ledger pages or a method of recording all income and expenses in a format easily understood.
3. Check on status of bond for Treasurer as required by the Bylaws. (Bond is due every 3 years.)
4. Make sure dues are paid prior to due date.
 - a. ESA Foundation Dues - \$15.00 payable to Foundation Office (deadline is March 1)
 - b. IC Dues – payable to current IC Treasurer (Due August 1 – refer to website for amount. (2013 dues are \$45.00)
 - c. Tax Facts must be sent to Headquarters before due date of September 15. (Form is available on ESA Website and a copy should be on electronic media device for the Treasurer.)
5. Make deposits when you receive money. Make copies of all checks and the deposit slip. Attach to bank statement.
6. Make copies of all checks written and attach copy to requisition form.
7. Rely to all correspondence in a timely fashion.
8. Winter/ Spring Board Meeting - Work with Budget Committee to have a proposed budget for the Winter/Spring Board Meeting. Use current budget (one approved at previous Conference) as the guide. Board will provide input and recommendations.
9. Prepare Financial Report for Winter/Spring Board Meeting.
10. Make sure copies are sent to President prior to any meetings for review. (This is not only a courtesy but also can allow errors or omissions to be correct before presenting to total membership at IC in July)
11. IC – MARC General Membership Meeting. Prepare and present Financial Report – reporting income, disbursements and current balance of Treasury from the October Conference meeting through current date.
12. Present Proposed Budget accepted at Executive Board Meeting. Remind all that the Budget will be voted on at the October Conference.
13. MARC Conference – Prepare and present Financial Report – reporting income, disbursements and current balance of Treasury to reflect the entire year's business.
14. Have books/ledger ready for audit. Bank statements, records of checks, receipts, etc. should be available to the audit committee.

15. Contact Conference Chair and ask that the Proposed Budget be printed in the Conference Booklet.
16. Present Proposed Budget at Saturday's Meeting. Remind all that a copy is printed in the Conference Booklet and a vote will be taken Sunday morning.
17. Sunday present Proposed Budget and make a motion that the budget be accepted as presented.
18. Contact financial institution to see what forms and/or what procedures need to be performed to change account over to new Treasurer and President. Have all documents at Conference for their signatures.
19. No transactions should be performed by you once audit is complete. All money received at conference should be handled by new treasurer.
20. Plan to give all Treasurer items to new Treasurer at the close of the Conference.

Parliamentarian

1. Make sure that the By Laws, Standing Rules, Rules of the Meeting and the Ops Manual – Traditions – Needs to Knows – Friendly Reminders are the correct ones on the web site.
2. Make sure all proposed bylaw changes are in the August reMARC's and email a copy to all MARC State Presidents so all have a copy prior to October Conference.
3. Should have Robert Rules of Order book.

Communicator

1. Make sure all due dates for reMARC's articles are made known to all MARC State Presidents.
2. Also communicate with all MARC Board members, elected and appointed, of the due dates for the reMARC's.

Jr. Past President

1. Try to attend Winter/Spring Board Meeting.
2. Communicate with Nominating committee to seek out persons interested in running for the MARC Board.
3. Communicate with all current State Presidents to get their input on possible candidates.
4. Make sure all know that the forms are due by June 15 to the Jr. Past President and need to be signed by their State President.
5. Present slate of Officers at the MARC Membership Meeting at IC.
6. Prepare a skit or presentation for the candidates to do at the annual MARC Conference.
7. Prepare ballots only if there is competition.
8. Contact next state to host Conference for 2 years out to get Conference Chair(s) and location. Remind them they can borrow up to \$500 for conference. Remind them it must be repaid from Conference proceeds.

Foundation Chairman

1. Promote states and members to become members of the Foundation.
2. If a project is done all money raised must pass through the Treasurer.
3. All money sent to Foundation, needs to be designated to go to spendable account.

Ways and Means Chairman

1. Investigate the laws in the state where the conference is being held regarding the raffles, etc.
2. Crack to attend Board Meeting in the Spring to tour the hotel to ensure ample space for Market Place.
3. Contact State Presidents and State MARC Reps to remind them of the basket auctions, etc. needed for the Conference in October.

Chaplain

1. Keep people aware of happy and sad events.
2. Make an email address list of Executive Board, Appointed Officers, State Presidents and State Chaplains.
3. Notify all on this email list of members' illness, immediate family deaths and births.
4. Send Cards – Purchase cards (get-well, sympathy, etc.) and postage stamps. All receipts are needed for reimbursements from the MARC Treasurer within the budget limits.
5. Birthday cards are to be sent to all over the age of “80”.
6. Meetings – Give prayers before meals at all meetings and functions, including Board meetings.
7. Give invocations or thought for the day at every MARC Meeting.
8. Memorial Service at Annual Conference – In mid September, contact all state chaplains to obtain the names and chapters of the members who had passed away since the last MARC Conference.
9. Prepare a celebration of life service for Sunday at the MARC Conference. It should include music, readings, and decorations. Purchase bulletins for the service. There is a budget for the Chaplain. Make sure the Conference Chair knows of your needs for the service as soon as possible.

Web Master

1. Main responsibility is to maintain the MARC website. It is a means of communication for all.
2. It needs to be updated on a timely and regular basis.
3. For easy transition, a permanent file describing user IDs, passwords, file structures, naming conventions should be maintained and passed on to the each new Webmaster via the electronic media device.
4. The webmaster needs to work in close proximity with the MARC Board and the editor of the reMARC's. Any changes to MARC forms, bylaws, policies and procedures, and reMARC's should be updated on the website as soon as they are received and approved.
5. The webmaster also needs to make sure that any links to MARC states, ESA, IC and other groups are correct and working properly. Listed below are areas that need to be kept updated on a regular basis:
 - a. Calendar
 - b. MARC Conference
 - c. Officers
 - d. ReMARC's
 - e. Bylaws, Standing Rules, Ops. Manual
 - f. Minutes
 - g. Forms
 - h. MARC State Information
 - i. Photo Album
 - j. Links
6. It is not mandatory, but highly recommended that the webmaster set-up email distribution lists for the following groups:
 - a. MARC Board
 - b. State Presidents
 - c. State MARC Reps
 - d. State Webmasters
 - e. State Editors
 - f. State Chaplains

7. Any major changes in the design and addition of other services on the website should be approved by the MARC Board.

FOOTNOTE: It is the responsibility of the MARC Council to purchase the necessary software to maintain the website. Weebly or higher for the creation of the website and a program similar to Perfect PDF Creator, both of the programs are fairly inexpensive and should be passed on to each new Webmaster. This should be updated as technology changes. The webmaster needs to keep up with technology and make sure that the website offers the most up-to-date communication tools.

MARCettes PROTOCOL

Junior Past President	<i>Coordinator for the induction Ceremony into the MARCettes of the outgoing MARC President.</i>
Duty	Will be responsible for the induction ceremony. Making sure all “MARCettes” are kept apprised of how/what we are doing for the skit. Having worked with the MARC President for three years, things will be known that can be used in the ceremony.
Senior Past President	<i>Shall serve as an advisor to the Executive Board.</i>
Third Year Out	<i>President/Communications Officer</i>
Duty	Facilitate the meeting on Friday morning at the breakfast. Contact conference chair(s) to reserve room for the breakfast. Items of interest, including changes to the MARCettes roster, will be sent to this officer. In turn the, items will be sent out to the MARCettes to keep them informed of what is happening in this “special organization.” Sort of like a newsletter from the CRS University. Notes will be taken at the meeting and put on the website if applicable. Provide any changes to this protocol to the members and webmaster.
<i>A copy of this protocol will be kept in the OPS Manual on the website.</i>	
<i>Revised: 10/2015</i>	

Updated October 2017

Do you know what to do when you host a MARC Representative at your State Convention?

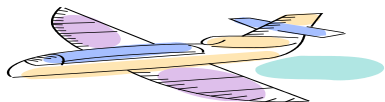


It is the State's Responsibility to:

1. Pick up the expenses for all nights the representative is required to stay in order to be available for all convention functions. The MARC rep is more than willing to share a room during her stay at the convention – this will help you with expenses. *(This will sometimes require coming in on a Thursday and staying over on Sunday depending upon the convention agenda and the travel distance from the convention city. If the state desires to pick up the cost for only Friday and Saturday, please be aware that the representative may have to leave before the Sunday morning meeting is over or may arrive late on Friday and not be able to attend any activities before Friday evening. Arrangements must be communicated to the MARC representative.)*
2. Provide transportation to and from the airport.
3. Pay for the MARC representative's registration.
4. Communicate clearly to the representative any and all duties expected on her during the convention. The State President should make her officers and chairman aware that the MARC Representative is there to help; however, she needs to be informed before her arrival so she can be properly prepared.

Important points to remember:

1. Do not assume that the MARC representative knows what to expect in your state. Every state is different. *(It is also not accurate to assume that the person that visited the state previously informed the MARC representative what to expect from your state.)* **YOU MUST COMMUNICATE** with the MARC representative as early as possible in the year regarding your expectations. This is your responsibility as the State President.
2. If you request that the representative conduct ceremonies that require hand carries or memento's, the state needs to provide these. *(It is very likely that the MARC Representative will be flying so it is unreasonable to expect her to bring or send such items. Additionally, these would have to come directly from the representative's own pocket as things like this are not covered in her travel expense.)*
3. Remember air travel requires limiting what you bring!



4. A MARC Representative loves to help out but remember that this is also a time when you can encourage members in your state to “Embrace the Power” of leadership. Encourage up-and-coming members to “Free their Spirit” and become an ESA Leader by taking on duties at you State Convention.