

Officers



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President

Presidential Traits

The local club president sets the tone. He/she is the chief executive officer of the club. She/he is the leader and should spark some of the following attributes in the club membership for a successful club:

Enthusiasm

It's catching like a disease.

Friendliness and kindness

Kindness is the most vital ingredient of all sound human relationships and the most binding force of any civilized society.

Loyalty

This means loyalty to the organization and its high purposes — great leaders emphasize the positive and minimize the negative. The president places the purpose of the organization in the forefront realizing that a basic factor in high morale is for members to know what they are here for and what they are here to do.

Responsibility

The president instills a sense of responsibility in officers and members.

Key Points for the President

Represent the organization

The president represents the organization: The press and public will look to you as representing the Pachyderm movement in your locale.

Political education and information

This is a primary purpose of Pachyderms. Constantly review programs and activities to assure that members are obtaining worthwhile information on politics and government.

Conduct of club and board meetings

Generally, business is conducted at the board meetings. An agenda is desirable for all meetings, Conducting board meetings by parliamentary procedures will get things done in a businesslike manner and waste less time. Summary of Pachyderm meeting: Fun, fellowship and program!

Recognize committee chairs

Give recognition to committee chairmen. Call on them for brief reports at meetings when appropriate.



Announce upcoming meeting

Be sure that the next meeting's program is announced before you adjourn.

Introduce guests

See that guests are introduced at each club meeting. Important guests should be invited to sit at the head table. Welcome them to return at the close of the meeting.

Encourage membership

This is the lifeblood of any organization. Strive for new members constantly. Assure that membership applications are available at each meeting for new prospects. (This is a responsibility of the Membership Chairman)

Communications

The club secretary is a key contact for State and National Federation news. He/she should keep the membership informed; the local membership provides the strength for the state and national levels of Pachyderms. As President, consider using the Club Member Survey and candidate letters in Chapter 6.

Attend extension and Federation meetings

Your club should be helping to form new clubs. Attendance at Federation functions is important — see that your club is represented.

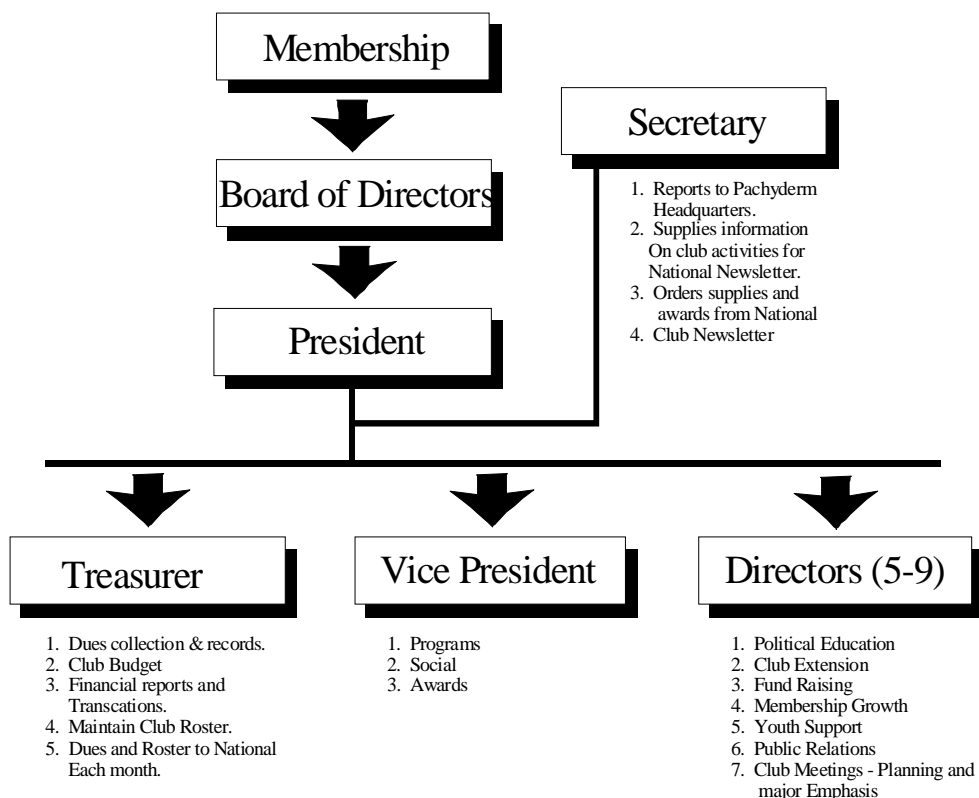
Enforce bylaws

See that the bylaws are followed. For example, ensure that the annual audit is on schedule.

Establish induction procedure

Establish a set procedure for induction of new members. As a minimum, give a full introduction,

Typical Organizational Chart: 60-Member Local Club



About the chart

- The organization chart serves as a guide and reminder as to who is responsible for what. It should be in line with your club bylaws.
- Each new president should decide upon what club goals for the year he would like to see adopted. These goals might include: Sponsor one new Pachyderm Club, provide an orientation session within three months after a new member joins, the induction of new members during the year, club meetings which start and end on time, a club newsletter issued every month listing coming programs, club representation to all division, state, and national Pachyderm meetings, a plan for visits to nearby Pachyderm clubs, implement a serious membership drive, survey club members for their input on club improvement, sponsor at least one workshop on *How To Conduct a Political Campaign*.
- Although a director (in sample chart above) is assigned the responsibility for the subject area, a committee chairman and his committee would probably be doing the work.



President's Sample Agenda

- I. Opening
 - Invocation (*optional, please see note #1*)
 - Pledge of Allegiance
 - Preamble

- II. Introduction of guests

- III. Announcements
 - Communications
 - Member news
 - Events

- IV. Special Recognitions
 - New members induction
 - Other

- V. Recognition of GOP officials
 - Brief reports or questions and answers

- VI. Mini-Program
 - 1-3 minute political education topic

- VII. Business

Most business is accomplished by the Board of Directors. However, a report of Board actions should be presented at the next club meeting. A brief oral or written Treasurer's report of income and expenditures summary and a balance on hand shall be presented at least every quarter at the last club meeting of the month.

- VIII. Speaker Introduction (or forum, etc.)

- IX. Closing
 - Thank officials/speaker
 - Thank/invite nonmembers to join
 - Mention handouts
 - Remind members to pay dues



Note

This sample agenda is available in a handy pocket size in the Leadership Materials section.

President's Leadership Materials

- *Club Member Survey*
- *Letter to Candidates*
- *Organizational materials list*
- *"Pocket Agenda"*

Note #1

Many Pachyderm Clubs include an invocation at all of their functions, but caution must be exercised that any invocation used is nondenominational. Since Pachyderm is open to all adult Republicans, we have many religions within our ranks and it would be unfortunate to inadvertently offend them while offering a prayer.



Secretary

A good secretary is an important asset to any club. He or she is responsible for keeping accurate records of the proceedings of the club.

Duties

Keep club records

Keep club records and minutes of all business sessions. Normally, the business of the club will be conducted at board meetings. The secretary is responsible for keeping the club policy manual up-to-date (sample available from headquarters).

Mail meeting notices

Prepare and mail all notices of club and board meetings (unless other arrangements are made. Some clubs use newsletters to announce meetings and programs in advance as well as using a telephone committee system to notify members of meetings).

Maintain the club scrapbook

News clippings and other items relating to club activities will provide a good history of the club. (Some clubs have a historian or scrapbook chairman.)

Prepare membership roster

Prepare at least annually by April 1, a roster of members. (Seek the aid of the club treasurer, who should be maintaining a current file of all paid-up members.)

Handle correspondence

Handle correspondence — review pertinent correspondence with the club or board as appropriate.

Provide informational materials

See that Pachyderm information, such as the information brochure and membership applications, are on hand at each club meeting. Some clubs have a display table of this material and political educational material items.

Transition office records

Deliver to successor, unless directed otherwise by the board, all records pertaining to his office.

Maintain mailing list

Don't forget to include the federation secretary on your club mailing list.

Maintain liaison with the Federation

Keep the club informed on Federation matters involving clubs, news and informational material available.



Forward Federation reports as requested

For example, notify the Federation Secretary immediately upon the election of new officers, upon filling of a vacancy on the club board, or when address or other corrections are due on the club roster.

Communications

We need your help to improve our communications and the sharing of information that can benefit all clubs.

As with any organization, our publications have the main purpose of keeping our club leaders and members informed. The left hand needs to know what the right hand is doing. The successes of one club can be shared with other clubs and this is important for improving our clubs, and in turn, the benefit for our members.

As club secretary, unless someone else in your club has been assigned the task, you should serve as a news reporter for the National Pachyderm Quarterly. Some of the news you forward may be used in our Pachyderm Leaders Bulletins. These bulletins are distributed primarily to club officers. In most clubs, the Secretary is responsible for maintaining the club's scrapbook. The club's scrapbook is a history of the club's activities and becomes a history reference for new club leaders and other members. The scrapbook should be brought along to Federation Board meetings and conferences as another source of information to be shared among clubs. Recommended scrapbook size, suitable for a bookshelf, is no larger than 12 inches high by 11 inches wide.

Note

Do not delay sending in your Secretary's Report because you do not have a form. Send in the information on a plain sheet. Reports are due on the fifth of every month.

Please forward the Secretary's Report form by the 5th of each month.. Please contact Pachyderm headquarters if you have any questions.

Each club should have (no later than Feb. 1) an annual calendar listing all major events/functions for the year. This is valuable for new officers and members, who may not know the traditions of the club.

Secretary Leadership Materials

- *Secretary's Report*
- *Club Leadership Roster*
- *Monthly Checklist*
- *Club Achievement Survey*



Treasurer

The treasurer is the authorized custodian of all club funds. He or she may be chairman of the Budget Committee or otherwise assists in drafting a club budget, which is submitted to the club board normally in January.

Duties

Establish checking account

Establish a checking account at a bank approved by the club board. Receive and disburse funds in accordance with the club's bylaws or as authorized by proper club or board action. (If a club engages in fund-raising projects to help candidates or other club projects, it may be appropriate to establish a money market or savings account similarly.)

Provide financial status regularly

Furnish a clear picture of club's financial position at each board meeting or as directed by the board. Provide a brief status report of club finances at a regular club meeting at least quarterly (March, June, September and December).

Conduct general accounting

Keep an accurate account of all monies received and paid out. Pay all bills by check. Preserve all receipts, vouchers (if used), bank statements and canceled checks, so that these records are available for an annual audit in January.

Transition office records

Deliver to successor, unless directed otherwise by the board, all records pertaining to his office.

Comply with National Federation duties

Responsible for complying with the National Federation bylaws provisions concerning dues. Specifically, Art. III provides that Federation dues on hand shall be forwarded by club treasurers every thirty days or sooner. The sooner a new member is turned in, the sooner he will receive mailing from headquarters.

Provide headquarters with address changes

Responsible for forwarding address changes, and in general, cooperate and help to keep Pachyderm headquarters supplied with current data regarding the club's membership list.

Forward contributions

Monies received as contributions beyond the amount of the annual dues, should be forwarded to the National Federation. See the membership application on the "Join the Team" pamphlet.

Forward annual dues

Per the National Bylaws, forward dues promptly (within thirty days or less), "Club Treasurers shall forward the National Federation per capita annual dues to the National Federation Treasurer along with the related list of members. In states where dues have been adopted for a Pachyderm state



Federation, club treasurers shall forward such State dues to the State Federation Treasurer." In each case, the club treasurer should forward with the payment a list of the members for whom the payment applies.

Apply for I.D. number from I.R.S.

Apply for your club's number from IRS (Internal Rev. Service) when starting your club's bank account. Banks usually have copies of form SS-4 used to obtain your club's number. Whether to incorporate as a nonprofit organization is left up to the local club, consult with a local attorney.

Provide membership cards (optional)

Use of local membership cards is optional with each club. The National Federation provides a National Membership card for each paid member. This card is personalized with the members' name and home club.

Dues

Many treasurers use index cards for tracking dues. However, more and more clubs are using computers. See the appendix for additional sample dues index cards for photocopying.



Dues Index Cards
*See the appendix for
sample dues index cards.*

The "Dues Expire" date for annual membership dues is Dec. 31. For example, members paying dues for 2001 will have their file cards marked as expiring "12/01." Remember, any new member paying dues after Sept. 30 will be credited for the next full-year. Thus, one who pays his dues on Oct. 1, 2000 should have an expiration date of "12/01."

The National Federation has membership data on computer. Complete computer lists showing all names on file for each club, are mailed to incoming club treasurers in late November or early December annually to aid in club membership drives. A computer printout of current year paid-up members is provided to club treasurers on a regular basis.

Dues Renewals

The target date for mailing annual dues renewal notices, that is, the first notice for the new dues year, is Nov. 15. Since dues are due Jan. 1, automatic renewal notices will be sent periodically starting on or about Jan. 12. This is a service from headquarters. Club treasurers should send dues in promptly so that postage will not be wasted mailing renewal notices to members who have already paid. Please *do not hold up* forwarding dues for lack of a report of dues form. A list of names and addresses is sufficient.

_____				_____	
Last Name/First Name				Home Phone	
_____				_____	
Address				Office Phone	
_____				_____	
City/State/Zip Code				Fax	

Date	Dues Paid			Expiration Date	Notes
	Local	State	National		

Dues Index Cards
At left is a sample dues index card. Treasurers may use these cards in conjunction with a computer database or spreadsheet.

Dues Policy

The national federation portion of an individual club member's dues is \$20.00. Where a state federation is organized state dues may be levied. Clubs may exercise some flexibility in setting dues. For example, \$40.00 single, \$60.00 couple, \$35.00 student. One club had age thirty and under, \$25.00. Their aim was to attract younger business men and women to their weekly luncheon meeting. However, in every case, the dues portion to national is \$20.00 for members 18 years and older, \$ 10 for those younger than 18.

Keeping Rosters Current

Actions club treasurers can take to help keep rosters current:

- Pass any changes/corrections to club member's addresses to headquarters. One method of expediting such information is to use a post card.
- When notices of "forwarding address expired" of other such notices are received, sometimes checking your local phone book will reveal the new address. We have also noticed that telephone information operators now will provide not only the phone number, but they will provide the complete address and zip code. Many times, the post office will return a letter addressed to a person living in an apartment building if the apartment number is missing. The same applies to an office building.

Membership Applications

An official membership application is a helpful tool in gathering member information and, therefore, keeping a current list for dues invoicing. See the appendix for sample membership applications for photocopying.





Note

We have a mobile society today. In many areas, a current mailing list will have, within one year, a 20% change in addresses. It is a constant task to keep membership lists current, so both the local club treasurers and the headquarters must pass information — a two way street — when changes or deaths, etc. occur. Pachyderms who move to another town, in some cases, have helped start a new club. Some have switched to “at-large” member status, so it is important to keep them on our mailing list. Club treasurers must inform headquarters when a name should be deleted.

Forwarding State and National Dues

State Dues

Treasurers should forward dues reports along with state and national dues to the appropriate locations. The state federation dues are sent to the state treasurer in the states that have established state-level dues. As of Jan. 1, 2003, the state federations with approved state dues are Missouri, Montana, and Texas.

National Dues

Treasurers should forward national dues (\$20 per member eighteen or older and \$10 for members under eighteen) to the national headquarters office listed below:

Address for Dues related reports and dues remittance:

National Federation of Pachyderm Clubs
PO Box 1602
Great Falls MT 59403-1602

Address for all other Pachyderm Club reports, for general information or supplies:

National Federation of Pachyderm Clubs
PO Box 1602
Great Falls MT 59403-1602
phone: (888) GOPACHY - 888-467-2249
e-mail www@pachyderms.org

Treasurer
Leadership Materials

- *Dues index cards*
- *Membership applications*