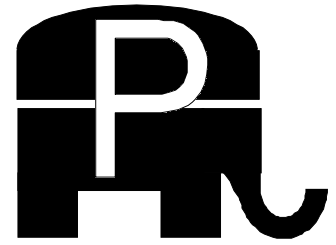


Secretary



Contents

Secretary

Duties	Page S-1
Directory of HQ Services	Page S-3
Club member survey	Page S-4
Monthly Secretary Report	Page S-5
Club Leadership Roster	Page S-6
Monthly Secretary Checklist	Page S-8
Club Achievement Survey - Annual Report	Page S-9
Awards Process	Page S-10
Tough Tusk Nomination	Page S-11
Meritorious Service Nomination	Page S-12
Why have National ?	Page S-13
Pachyderm Supplies	Page S-15



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 and use 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 education 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



Directory of Headquarters' Services

Republican National Committee and White House briefings

E-Mailed to Club Presidents or Club e-mail contact several times each week.

Congressional Directory Information

Telephone and fax numbers, office addresses of Congressmen and women are available through headquarters.

Club Supplies

Club supplies, individual members supplies, award supplies, and political education materials are available from Pachyderm Headquarters. Contact club presidents or treasurers for supplies catalog or contact headquarters.

Club Officer Training

Club workshop guides for officer training are available from the Pachyderm headquarters. State Federations and National Regional Directors also will assist with the training of club officers. Additional training may be provided via telephone consultation as well as in video format.

Pachyderm Videos

The latest edition of the Pachyderm History Video is available to all Pachyderm club officers and other interested parties. We also have a promotional video featuring RNC Chairman Marc Racicot and an officers' training video available through headquarters.

Political Education

Political campaign workshop guides and various handouts on political education are available from the national headquarters or via our web site.

Club Starting

The latest copy of the Club Start Guide and other pertinent information is available.

Membership Rosters and Database Information

Periodic computer-generated membership rosters are provided to all state federation and club treasurers.

Pachyderm Affinity Merchandise

Shirts, Hats, pens, book marks, screen savers, desk flags and many more Pachyderm items are available for purchase on the web at www.pachyderms.org and through Pachyderm Headquarters.

Website hosting and design assistance

National Pachyderm will provide at no charge to local Pachyderm Clubs web site hosting services. We will also assist you in the construction of a static web site for your local club.



Club Member Survey

Name (optional) _____ Date _____

To maintain the strength of our club, become better acquainted and learn more about your interests, please complete this survey. Results will be printed in the club newsletter and used to improve the club.

1. Rate this year's programs (5 is highest, circle one): 1 2 3 4 5
How can programs be improved? _____

2. Please list two programs or speakers you would like to have: _____

3. Rate the club newsletter(5 is highest, circle one): 1 2 3 4 5
How can it be improved? _____

4. Rate the club Web Site(5 is highest, circle one): 1 2 3 4 5
How can it be improved? _____

5. Do our meetings meet the description of "Fun, Fellowship, and Program"? Yes No
6. How can meetings be improved? _____

7. Do you favor a club social event? Yes No
If yes, what type? _____
8. What things do you like most about the club? _____

9. What things do you like least about the club? _____

10. Please add any additional comments: _____

Secretary's Report

Pachyderm Club: _____

Date _____

Submitted by: _____

1. Club Program Highlights

Report on all activities, programs, speakers, topics discussed and other pertinent information from your club meetings this month.

2. Miscellaneous Information

Report on all coming events, club news, such as vacancies filled or changes to your club's board; news about achievements of individual Pachyderm members or club officers, or any other activities of interest.

3. Attendance

Approximate number in attendance at meetings: _____

Note: Please use this Secretary's Form when submitting your monthly report. Reports may be written or typed. Use the reverse side or additional sheets if needed. Attach a copy of your local newsletter, news clips or photos that might be a source of news for other Pachyderm publications. List any comments or suggestions desired. Please place Pachyderm headquarters on your mailing list for club newsletters.

Monthly report is due before the fifth of the month.

Timely remittance is most important!

NFPC • PO Box 1602 • Great Falls, MT 59403-1602 • (888)-gopachy



Club Leadership Roster

Officers (for term _____)

President

Address _____

City/State/Zip _____

Home Phone (____) _____ Office Phone (____) _____

Fax (____) _____ E-Mail _____

Vice President

Address _____

City/State/Zip _____

Home Phone (____) _____ Office Phone (____) _____

Fax (____) _____ E-Mail _____

Sergeant-At-Arms

Address _____

City/State/Zip _____

Home Phone (____) _____ Office Phone (____) _____

Fax (____) _____ E-Mail _____

Secretary

Address _____

City/State/Zip _____

Home Phone (____) _____ Office Phone (____) _____

Fax (____) _____ E-Mail _____

Treasurer

Address _____

City/State/Zip _____

Home Phone (____) _____ Office Phone (____) _____

Fax (____) _____ E-Mail _____

Ex-Officio

Address _____

City/State/Zip _____

Home Phone (____) _____ Office Phone (____) _____

Fax (____) _____ E-Mail _____



Club Leadership Roster (continued)

Directors (for term _____)

Name _____
Address _____
City/State/Zip _____
Home Phone (_____) _____ Office Phone (_____) _____
Fax (_____) _____ E-Mail _____

Name _____
Address _____
City/State/Zip _____
Home Phone (_____) _____ Office Phone (_____) _____
Fax (_____) _____ E-Mail _____

Name _____
Address _____
City/State/Zip _____
Home Phone (_____) _____ Office Phone (_____) _____
Fax (_____) _____ E-Mail _____

Name _____
Address _____
City/State/Zip _____
Home Phone (_____) _____ Office Phone (_____) _____
Fax (_____) _____ E-Mail _____

Committee Chairpersons

Programs _____ Historian _____
Club Extension _____ Political Ed _____
Awards _____ Membership _____
Fundraising _____ PR _____
NP Reporter _____ Special Events _____

Note: NP Reporter may be Club Secretary. Secretary is responsible for sending leadership roster updates to headquarters.

Club Data

Club Name _____ Annual Dues _____
Meeting Date/Time/Place _____
Submitted by _____ Date _____

Send to: NFPC • PO Box 1602 • Great Falls MT 59403-1602 • (888) gopachy

S-7



Monthly Secretary Checklist

- 1) Send a copy of your club's monthly newsletter to the National Office.
- 2) Send in the Secretary's report to National by the fifteenth of each month.
- 3) Send any changes in leadership to the National Office as they occur.
- 4) Make your club's internet committee aware of any changes that need to be posted.
- 5) Forward a copy of the minutes of your club's board meeting to the National office.
- 6) Keep a copy of any publicity that your club generates for use in your Scrap book.
- 7) In December, make certain that you fill out the Club Achievement Survey found on Page S-9 and send it to National Headquarters.

National Headquarters Address for Secretary reports and all other non-dues items:

NFPC
PO Box 1602
Great Falls MT 59403-1602

Duties of the Club Secretary:

From Standard Club Bylaws Article VII Section 4

The Secretary shall keep all records and minutes of meetings of the club and Board of Directors and perform such other duties as may be delegated by the Board of Directors.



THE NATIONAL FEDERATION OF THE GRAND ORDER OF PACHYDERM CLUBS, INC.

Return to: Pachyderms, PO Box 1602, Great Falls MT 59403-1602

CLUB ACHIEVEMENT SURVEY - FOR CLUB YEAR _____

The information from this survey will be a major factor in determining club awards at the next PACHYDERM CLUBS NATIONAL BIENNIAL CONFERENCE. Other factors included are: Club Newsletters, Membership Reports, Secretary's Reports, Club Web Sites and Club Scrapbooks. The club president has the overall responsibility of club leadership; however, all officers and the total membership help promote a record of achievement for the club.

1. This club meets: weekly twice a month monthly.
2. Estimated average attendance at club meetings: _____
3. How many board meetings were held this year? _____
4. During the year covered by this report, has your club:
 - A. Held a new member orientation session Yes, How many? _____ No.
 - B. Sponsored a new club? Yes No.
New club locations _____
 - C. Participated in any club officers workshops or training? Yes No.
(List on reverse side or separate sheet)
 - D. Conducted a membership drive? Yes No.
 - E. Sponsored any special projects or events? Yes No.
(Float in a local parade, charity events, etc. Explain on reverse or separate sheets)
 - F. Sponsored a political campaign workshop? Yes, How many? _____ No.
 - G. Manned a literature table or other Pachyderm promotion activity
at a state or regional function? Yes No.
 - H. Contributed funds for scholarships, candidates or for other items? Yes No.
(List on reverse side or separate sheet. Show dollar amount, estimate if actual not available)
5. How many candidates for public office came from your membership in this year's elections?
(List members and office sought on reverse or separate sheet)
6. What awards did your club present this year? (List on reverse or separate sheet)
7. Include with this sheet and other information that may help to show your club's achievements.

Club Name _____ Prepared by _____ Date _____.

S-9



Awards Nomination Process

National Awards:

The National Federation of Pachyderm Clubs has a multi level awards system designed to recognize excellence both within the membership and the organization itself. Once every two years, the National Federation convenes in a Nationwide conference and bestows a series of awards to recognize attributes such as club growth, Newsletter quality, web site excellence, club scrapbooks, community involvement and club leadership. Recipients of these awards are selected by the National Awards committee based on materials submitted to the National Federation Headquarters throughout the year.

In addition to these “club” awards, the National Federation is also empowered to bestow one “Tough Tusk Award” and two Meritorious Service Awards per year. These awards are designed to recognize the contributions of individual members to the National Federation. The recipients of these awards are also chosen by the National Awards committee, but the nominations come from the individual members, clubs and state federations using the forms on Page S-11 and S-12. Any member in good standing can make a nomination for either of these awards at any time. All nominations that are received will be forwarded to the National Awards Committee for consideration at the next National Conference.

Local Club Awards:

Just as the National Federation can award members for excellence, each individual club can as well. Once each year, usually at the installation banquet, your local club can request permission to bestow a single Tough Tusk Award and one or more Meritorious Service Awards. The number of meritorious service awards that can be given varies with the size of the club, but no club may nominate more than 5% of their membership for an award in any year. In practice, clubs should limit the number of these awards bestowed so as to retain the significance of the award.

At least three months prior to the annual banquet, each club President should appoint an awards committee. It is recommended that this committee be made up of prior award winners if possible. This committee should then announce to the membership that it is seeking nominations for awards and distribute copies of the Nomination forms found on Page 6-15 & 6-16. Once the membership has had an adequate opportunity to make nominations, the awards committee should review all of the nominations and make its recommendations for awards. These recommendations are then forwarded along with the Nomination forms to the National Headquarters for processing.

The recommendations will be reviewed at National, the awards ordered and shipped to your awards chairman. The club will be billed for the cost of awards plus shipping. The current costs can be found on the club supply catalog in the back of this manual. All “Tough Tusk” and “Meritorious Service” awards must be authorized by the National Office. Local clubs are not allowed to create their own versions of these two awards. Clubs are free however to modify the “Certificate of Appreciation” found on Page 6-17 for local use.

By controlling the issuance of the “Tough Tusk” and “Meritorious Service” awards, we can insure that the awards are given in a consistent manner and that they are not cheapened through their use as tokens of favor. In fairness to all of the Pachyderms who have received these awards over the years, we must keep the standards very high for the bestowing of these awards.



Tough Tusk Award Nomination Form

Award Level: Club State National

Eligibility: Any Pachyderm member in good standing

- Criteria:**
- A. Primarily for outstanding citizenship in the field of political and governmental affairs.
 - B. Service or contributions made towards community improvement or other civic activities for the good of the community, state or nation.
 - C. Consideration of nominee's honors, awards, and other recognition received for previous undertakings.

Nominee Information

Name _____ Spouse's Name _____

Address _____

City/State/Zip _____ Phone (_____) _____

Employment Background _____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____

Honors, awards and other recognitions _____

Additional Information: Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the club secretary or Awards Committee chairman for local review. Applications approved at the club level are then to be forwarded to the National Headquarters

Return by (date): _____

Club _____ Submitted by _____ Date _____

Date to be awarded _____



Meritorious Service Award Nomination Form

Award Level: Club State National

Eligibility: Any Pachyderm member in good standing

Criteria:

- A. Club members who have exhibited special devotion to the club over long periods.
- B. Club members who have contributed exceptional service to the club or party over shorter periods.
- C. Club members who have performed exceptional service outside the organization which has brought honor and notoriety to the organization.

Nominee Information

Name _____ Spouse's Name _____

Address _____

City/State/Zip _____ Phone (_____) _____

Employment Background _____

Education: High School _____

College (degree, date) _____

Military Service (branch, service dates, rank) _____

Organizational memberships and offices (civic, political, etc.) _____

Honors, awards and other recognitions _____

Additional Information: Using the reverse side of this sheet or an attached sheet, please explain any service or contributions made by the nominee towards community improvement or other civic activities for the good of the community, state or nation.

Return this completed form to the club secretary or Awards Committee chairman for local review. Applications approved at the club level are then to be forwarded to the National Headquarters

Return by (date): _____

Club _____ Submitted by _____ Date _____

Date to be awarded _____



Do State and National Programs Require State and National Organizations?

— Washington Post columnist David S. Broder said. ‘To be strong and responsible, our parties must be representative; and they can be no more representative than our participation allows. Millions more of us need to get into partisan political activity.’

— Do you know of any positive programs sponsored by any major political organization to obtain and educate or train future political leaders? Any program, for example, to compare with American Legion Boy’s and Girl’s State or Rotary Club’s International Student Exchange program?

— Do you know of any positive program to counteract all the negativeness about politics? Politics is dirty: politicians are all crooks! Is this based on myth and lack of knowledge of our system?

— Some of our outstanding achievers, some of our best citizens will contribute a thousand dollars to a governor candidate, yet are never seen at a party function. WHY? Because they are above politics! We all have an equal vote, which makes us all equally responsible for our government at every level. None of us are ‘above politics’, we are all in this boat together. We need some of our best achievers participating in political affairs, helping to obtain better candidates... and helping to solve the problems of the day.

— In an average sized county, if we have 3 or 4 political party clubs, this seems normal. Yet, there may be 150 or 200 other clubs in the same area (civic clubs, veterans groups, and a PTA chapter in every school)... Only a few political clubs means only a few people are obtaining face to face news from their party leaders unfiltered by the media.

We believe that the national Pachyderm Club movement, copying the successful civic club format, has a great potential for increasing citizen participation and for improving American politics in general. Local clubs are the backbone, but experience shows that they must usually be associated with a state or national organization to accomplish programs on a nationwide scale.

“ Free government requires active citizens.”

- Pachyderm Motto



Notes





National Federation of Pachyderm Club

Supplies Catalog
PO Box 1602
Great Falls MT 59403-1602

Club Supplies	Price	Qu
Generic Pachyderm Membership Applications - 25 per pack	1.00	
"Join the Team Brochures" - 25 per pack	3.25	
Pachyderm Foundation Brochure - 25 per pack	1.00	
"What & Why" brochure - 25 per pack	1.00	
Understanding Politics (4 page folder) - 1 per pack	.25	
Dues Report forms	n/c	
Abe Lincoln cards - 25 per package	1.00	
Mini Election Guide - 25 per pack	1.00	
"Pachyderm Club meets here" paper sign	1.00	
Club Banner 3' x 4' Felt banner customized with your club name	75.00	
Pachyderm Nylon all weather flags	50.00	
"Pachyderm Club" bumper strip	1.00	
"Free Government requires Active Citizens" bumper strip	1.00	
Plastic Pachyderm Banner 9" x 31" Yellow with Black logo & lettering This thin flexible sign material is great for use as a skirting on a table, parade float or as a wall streamer.	.75 *	
Marble Pachyderm paperweight 3" x 3"	10.00 *	
Additional 3 ring binder copy of Pachyderm Club Handbook	10.00	
Ask me about Pachyderm Buttons	1.00	
Pachyderm Introduction video VHS 10 ^{1/2} minutes	10.00	
Pachyderm Book mark	3.50 *	
Award Supplies (Tough Tusk & Meritorious require nomination forms)	Price	Qu
Tough Tusk Award packet (Plaque, tusk with chain and lapel pin)	70.00	
Tough Tusk lapel pin (included in above kit)	10.00	



Individual Club Member Supplies	Price
Cotton Pachyderm Golf Shirt - Available in Blue, Green, Red, White or Black Sizes S M L XL 2XL	25.00
Pachyderm Lapel Pin, Black with Gold (Supplied free to new members)	2.00
Black cap with Pachyderm logo - high profile cotton/polyester blend	10.00
Black cap with Pachyderm logo - low profile 100% cotton	10.00
Pachyderm 3" x 5" Desk flag	1.95
Single Hole flag base for desk flag	.35
Three Hole flag base for desk flag	.50
Pachyderm Gift Pen	7.00
"Politics in the kitchen" - recipes provided by Republican leaders. Published in 1988 - quantity limited	10.00
"How to win an impossible election"	19.90
Total order price	

* Denotes that quantity discounts are available for this item.

To order send this form along with check or money order to NFPC, PO Box 1602, G

Please note that all prices are subject to change so please confirm by contacting the HC
1-888-gopachy or via e-mail at www@pachyderms.org

Please ship my order to:

Name _____

Address _____

City / State / ZIP _____