

GALVESTON COUNTY AGGIE MOTHERS CLUB OFFICER GUIDELINES

PRESIDENT

STUDY THE PREVIOUS PRESIDENT'S RECORDS AND PREPARE A DETAILED WORKING CALENDAR FOR YOURSELF.

- APRIL-MAY Attend Budget Committee meeting as incoming President
Attend GCAM board meeting with outgoing President
Recruit members to serve with officer's events.
Officer Installation: Receive Presidents Pin & gavel as incoming/outgoing
Outgoing: Order Officer name tags for installations
Outgoing: Hold joint board meeting (old & new)
 Incoming:
 Plan and prep for PPD-Presidents Planning Day
 Give framework timelines to new officers for review prior to PPD
 Prepare and vote on budget
 Plan summer Fish Mom social
 Plan New Student Conferences with VP Programs, VP Memberships,
 VP Treasurer and VP Fundraiser (raffle items and sales)
 Prep: (NSC packets; HOWDY invite, Presidents Passback and
 Newsletter, member forms and gmail clean-up)
 Plan Presidents Planning Day- end of May (date, time and location)
- JUNE Suggestion: hold an officer social (first bonding)
 2 New Student Conferences
- JULY Prepare newsletter for August mail-out
 Suggestion: hold a Fish Mom social or Jump Start July
 2 New Student Conference
- AUGUST Hold GCAM Board meeting (last minute details for year & Howdy Party)
 Attend Federation meeting at TAMU
 1 New Student Conference, 1 transfer
 HOWDY Kick-Off Party
- SEPTEMBER GCAM monthly meeting (Our role in Family Weekend??-ask Student Affairs)
- OCTOBER GCAM monthly meeting
 Family Weekend
- NOVEMBER GCAM monthly meeting
 Survival Kits
 Midnight Munchies
- DECEMBER GCAM monthly meeting (dinner or brunch – gift and cookie exchange)

JANUARY Remind Officers about Federation and tax forms due
Attend winter Federation meeting at TAMU

FEBRUARY Hold a Nominating Committee (Officers) meeting to prep for slate
GCAM monthly meeting
Officers Club reports and announce officer nominations
Review/approve form for Parents' Weekend Boutique table reservation
Send form recommending member for Federation board if any
Review/approve, from treasurer, Federation & archives dues form
Prepare and give report at District meeting (accomplishments)

MARCH GCAM monthly meeting (the Big Event student planner)
Present slate of officers for election
The Big Event

APRIL GCAM monthly meeting – elections (meet with new President)
Federation meeting and Parents' Weekend at TAMU
April 21st – Muster
Engrave gavel with new President's name
Attend budget meeting audit, as outgoing President
Review/approve Scholarships and Student Org distributions form to Federation
Send list of new officers to Federation.
Survival Kits
Midnight Munchies
Order new name tags for incoming officers
Plan Installation Banquet- VP Hospitality, VP at Large, VP Programs

MAY Prep GCAM Officer Installations
Make sure all Federation forms and paperwork are submitted
Serve as VP at Large, June-May – Senior gifts & Scholarships

GUIDELINES FOR PRESIDENT-ELECT

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

- Become familiar with all activities pertaining to the office of President and club activities/events
- Share primary responsibilities with the President for service as club representative as requested by the President and accompany the President when possible
- Serve as second in succession in the absence of the President, following the Vice-President At Large
- Attend Budget Proposal Meeting with President, VP At Large and Treasurer

***with just adding this position.... We will be adjusting as things move along*

GUIDELINES FOR VICE PRESIDENT AT-LARGE

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

Serve as advisor to Executive Board. Assist any officer or committee chair when needed.

Serve as liaison of scholarship information between the TAMU/TAMUG Financial Aid Office, the club, and scholarship recipients. Keep records of Book Award recipients and give to TAMU Financial Aid Office.

Serve as first in succession in the absence of the President. Shall be a check signer on club accounts.

Maintain a list of former presidents. Check on their current status and address. Give list with addresses to President. Send special invitation to the Holiday luncheon to the former presidents.

APRIL Attend and serve as an advisor at Budget Proposal Meeting with incoming President and Treasurer and, President-elect. Personally invite senior families to installation, graduate honored dinner.

MAY Present Senior Achievement awards
Confirm scholarship recipients

SEPTEMBER Send invite in newsletter to May senior parents

FALL Attend President's Endowed Scholarship reception.
Update scholarship form and requirements to TAMU/TAMUG- The Foundation
Order Senior gifts
Invite

DECEMBER Attend Christmas engagement and present Senior gifts

JANUARY Submit invite to newsletter for May seniors & parents.
Purchase gift and pin for outgoing President.
Remind membership of deadlines for scholarship applications & publish

FEBRAURY Serve as member of Nominating Committee (not Chairman)
Update scholarship form and requirements to TAMU/TAMUG- The Foundation
Head Scholarship Committee (club scholarships).

MAY Attend Officer Installations and present Senior gifts

FIRST VICE PRESIDENT - MEMBERSHIP

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

Responsible for soliciting membership of mothers or guardians of Galveston area TAMU and TAMUG students and keeping files on same.

- APRIL/MAY Prepare membership form for coming year.
Ask for next year's dues at installation.
- MAY Attend President's Planning Day.
- JUNE Mail renewal membership forms to current membership.
Attend New Student Conference.
- JULY Obtain names and addresses of incoming students from TAMUG administration and mail Club information to parents/guardians.
Attend New Student Conference.
- AUGUST Compile membership list in alphabetical order.
Give names of persons wishing to serve on committees to appropriate chairs.
Attend New Student Conference.
Attend related workshops at the Federation Meeting in College Station.
- SEPTEMBER Make copies of membership lists and give to President and Officers.
Set up table at first meeting to solicit new memberships.
Contact members who have not renewed membership.
- JANUARY Give President and Officers updated membership list.
- FEBRUARY Give membership number to President and Treasurer so Federation dues and archive fees can be paid.
NOTE – Any new memberships received after the February Federation filing date shall be considered a prepayment of dues for the following membership year and the new member should be advised as such. The Treasurer should be notified to carry over the membership as a prepayment of dues for the next year.

Prepare and give annual report at monthly meeting.
Recruit replacement officer for the following year and begin mentoring.
- APRIL/MAY Remind incoming VP-Membership to have membership forms at installation and be prepared to collect dues.
Inventory membership box items for new incoming officer.

ONGOING Send welcome letter and most current newsletter to new members.
Work with President on any updates needed for membership forms to present to Board for approval.
Maintain current list of paid members and notebook of membership forms.
Make any inquiries needed to complete membership information.
Maintain monthly meeting sign-ins.
Communications with prospective members; copy President.
Keep gmail contacts updated and current.
Verification and collection of incoming officers' membership dues.
Cross check members with Social VP for Facebook, Evites, etc.
Regularly check Gmail messages and respond or forward to appropriate officer

1st VP Membership - Survival Kits – timeline needed from Rhonda

GUIDELINES FOR SECOND VICE PRESIDENT - PROGRAMS

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

Responsible for planning and making arrangements for programs for regular and special meetings.

ONGOING Prepare Evites for meetings and or events

MAY Attend Presidents Planning Day to prepare for monthly timeline & meetings scheduling.

JULY Have speakers or entertainment scheduled and confirmed. Discuss plans and costs with President.

Type program for the Directory. Send copy to President and VP-Directory.

Other duties include:

Act as hostess and coordinator for special functions.

Work with 6th VP Hospitality to help with meals and or decorations for special functions such as the August HOWDY Party, December Holiday Brunch/luncheon, and Installation of Officers.

At each board meeting, check with officers and committee chairs for requirements at general meeting (tables, chairs, etc.)

Greet and introduce guest speakers and/or program at meetings. Send thank you notes to guest speakers.

NEW STUDENT & TRANSFER CONFERENCES

Subcommittee

- 1) President
- 2) Mentor member
- 3) Fundraising Officer
- 4) Treasurer Officer
- 5) Membership Officer

Supply Box

- Corp Brochures-get from school
- Membership forms, Welcome letter, Howdy Party Invite, Summer Newsletter, Survival letter and form-get from president
- Laminated signs: Visa, MC, Cash, Check accepted, table clothes and aggie mom sign- ask membership to bring (these are in her box)

TEAM

- President, treasurer, membership, helpers to promote membership
- Members to sale raffle items and Orca products
- Scheduling
- TAMUG Contact Shelly Fordyce : Need two tables
- Aggie Mom Presentation – PowerPoint from Connie
- Request petty cash, credit card readers and receipt book from treasurer

Timeline Framework

May- Communicate with Student Affairs Shelly Fordyce–Request PowerPoint presentation slot, Facility Request -check-in tables, chairs

Communicate with Fundraising Officer – sales items and needs

Recruit & secure volunteers

Make sure NSC packets are printed timely- these were donated in the past

June- 2 NSC

July – 2 NSC

Aug - 1 transfer student conference

Get NSC totals from treasurer- Members & Sales and report to President & VP Communications for Newsletter

GUIDELINES FOR THIRD VICE PRESIDENT – COMMUNICATIONS

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

- MONTHLY Request brAG's and newsletter blurbs from officers
 Prepare Newsletter (and Proof readers)
- MAY Incoming
 Attend Presidents Planning Day
 Outgoing
 Prepare Summer Newsletter
- JULY Prepare for Summer Mail out – request from University (include Howdy Party invite,
 website address and gmail
- AUGUST Send summer mail-out post cards

**GUIDELINES FOR FOURTH VICE PRESIDENT –
FUNDRAISING/ DONATIONS**

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

- ONGOING Advertise and promote raffle and sales items. Sell, sell, sell
Collect donations needed for GCAM events
- APRIL Get with new incoming officer to help plan for the next raffle item
- MAY Incoming: Announce raffle item at Officer Installation Banquet
Determine fundraising events at Presidents Planning Day – timeline
Presidents Planning Day: Ask for donation needs for upcoming year

4th VP Fundraiser/Donations – Boutique

- FEB Request check from treasurer and send table rental request to Federation
Determine work time slots and recruit workers
- APRIL Set up boutique, display, and sell at Parents' Weekend. (Two days)

GUIDELINES FOR FIFTH VICE PRESIDENT – SOCIAL MEDIA

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

MAY Incoming Members: Attend monthly meeting/installation dinner.
Attend Presidents Planning Day

ONGOING/EACH MONTH: For GCAM website:

- Update as needed and/or as requested by President and/or Event Chairperson. (Check your emails daily).
- As you receive an email after a purchase has been made from GCAM's website "Store", forward email to respective Event Chairperson. This is a must and very important. (May want to periodically check invoices posted on website against some of the emails you have received to make sure it is working properly).

For Facebook page:

- Check each day for friend requests. Send a private message asking for reason for interest. Approve if response meets guidelines (i.e. a parent, guardian, faculty member, student, etc.). Do not approve if someone does not respond, if someone appears to be a solicitor, inappropriate, etc.
- Check page at least once a day for anything inappropriate. Scan a copy before deleting it in case a question arises.
- Post positive things happening on main campus through other website or Facebook sources.
- Post positive things happening at TAMUG through other website or Facebook sources.

5th VP – The Big Event

Responsible for heading up this event held in March. If not able to fulfill, please give ample notice so that a replacement can be found.

GUIDELINES FOR SIXTH VICE PRESIDENT – HOSPITALITY

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

ONGOING: Solicit refreshments for monthly meetings and events. Post on website

MAY Outgoing: Officer Installation Banquet. VP Programs help
Inventory Hospitality supplies (paper goods, tablecloths, etc.)

Incoming: Presidents Planning Day
Plan timeline needs for year.

AUGUST HOWDY PARTY

6th VP – Midnight Munchies

Inventory supplies early and replace: Have storage in the Library – contact David Bacca

Prepare list of desires items and submit to VP Social for website volunteer tab

Aggie Breakfast Taco cooking team. 6:30 cook start time

OFFICER TEAM COOKING – Breakfast Tacos

90-100 count flour tortillas

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Large Sausage roll from Sams (bring pre-cooked)

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15 dozen box of eggs from Sams

1 very Large bag shredded cheese you can get at Sam's

Bakers foil sheets (12x10)

Large ice chest to keep tacos warm, or 2 medium ice chest if you make some tacos without meat.

2 Ice Chest with ice for juices and milk

Helpers

Officer Cooking Team 6:30

Set-up crew 7:30

Serving crew 8:00-8:30

Clean-up crew 9:30

GUIDELINES FOR SECRETARY

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

- Record in detail the proceedings of all executive Board meetings, general meetings and any special meetings called by the President. A copy of minutes are to be given/sent to the President within two weeks following each meeting. The report can be sent via email. Include in meeting minutes all motions made and acted upon.
- Provide a copy of all board meeting minutes (upon request) to each board member. (May be done electronically.)
- The previous meeting minutes are to be read or posted at the appropriate meetings. The President shall give you highlights of the minutes to be presented at the next meeting.
- Treasurer report is sent electronically to the secretary. Or a hard copy is available at each meeting. Treasurer report should be included with the meeting minutes each month.
- A copy of each officer's and committee chair's annual report is to be filed with the current year's minutes. Each person is responsible for turning in their reports to the Secretary.
- Notify board members of board meetings and other functions.
- Read all club correspondence requested by the President at board meetings.

Note - Meeting minutes and reports are to be kept for a period of three years, after which time they should be stored in the archives at TAMU.

GUIDELINES FOR TREASURER

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

Responsible for all monetary transactions, keeps records of all receipts and disbursements, prepares reports and submits records for audit. This includes collection of monies at all fundraising events.

Prepare a monthly financial statement and make copies to give to each member at board meetings. Extra copies should be made available on each table at the general meeting.

- APRIL - Treasurer is the Chairman of the Budget Committee.
MAY Prepare proposed budget with President and VP At Large.
- JUNE Attend previous year's audit.
Change signatures on bank accounts – President, President-elect, VP At Large and Treasurer. Give President bank account number.
- JULY Sales tax permit renewal due.
- DECEMBER Send payment to post office for bulk mailing permit.
- FEBRUARY Send Federation dues and archive fees.
- MARCH P. O. Box rental due.
- APRIL - Give President estimate of monies available for donations to TAMU.
MAY Give checks for donations to President for mailing with club's official cover letter.
- JUNE Audit – submit all records including ledger, checkbook deposits, receipts and vouchers. The incoming and outgoing Treasurers are present when books are audited (not as members of the Audit Committee, but to be consulted if needed. Audit to be completed in June.

The following is a schedule regarding tax statements and the state sales tax report.

- TAXES Prepare and submit sales tax statements.
Fiscal year is June 1 through May 31.
Reports and payments are due in: July, October, January, and April
- SUMMER IRS reporting is the responsibility of the outgoing Treasurer.

* NOTE All officers and committee chairs must submit complete monthly reports in writing to the President and Recording Secretary. These should include expenses and income to date. Keep a record of all money spent and include in an annual report, 3 copies to be turned in at May board meeting, one for outgoing President's file, one for Recording Secretary and one for the incoming President. Copies of these reports and other pertinent records should be maintained for three years in notebook form to be passed on and retained for future officers.

GUIDELINES FOR HISTORIAN

STUDY RECORDS AND REPORTS FROM PREVIOUS OFFICER FOR WORKING DETAILS.

- ALL YEAR Accumulate photos from various meetings and events for the year.
- SEPT-MAY Collect any items that may be archived.
- FEBRUARY Determine what type of memory book to be prepared for President.
- APRIL Finalize Presidents Memory Book
 Email Federation Historian, 6 favorite photos from our club for their use.
- MAY Present President with Memory Book
 Archive to Cushing Library

Historian - Muster