



THE OHIO STATE UNIVERSITY

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# **Officer Overview & Best Practices Part 2**

## ***Secretary & Treasurer***

June 7, 2017

Leslie Shoaf, Regional Engagement Officer: Western US

Brendan Braaten, Regional Engagement Officer: Southeast

**The Ohio State University Alumni Association**



# Overview of Presentation:

- **Role of the Secretary**
- **Best Practices for Administrative Management**
- **Role of the Treasurer**
- **Best Practices for Financial Management**
- **Requirement Tracking/DocuSign Submission**
- **Succession Planning**
- **Q & A**



## Constitutional Definition of Secretary

- **Secretary:** The secretary shall have the custody of the names and addresses of the alumni in the area and shall record all changes, immediately notifying the Association of any additions or corrections to the list. The Club shall not release the list for political, commercial or personal gain. The Association, subject to the constitution of the Association, shall make release of the list only on approval. Any person(s) in violation of this policy shall be subject to expulsion from office by the Board of Directors of the Association. The secretary shall arrange to send out notices of regular or special meetings of the Club and shall send reports of all meetings and activities of the Club to the Association. He or she shall assist the president of the Club.



## Secretary

- Records board and general body meeting minutes
- Works with Treasurer to track membership roster and maintain accurate records/contact information
- Tracks board roster and maintains accurate records/contact information
- Send updates to alumni group membership for events/meetings
- Submit DocuSign forms and manage tier acquisition/status
  - This could also be managed by another board member*
- Assist President as requested



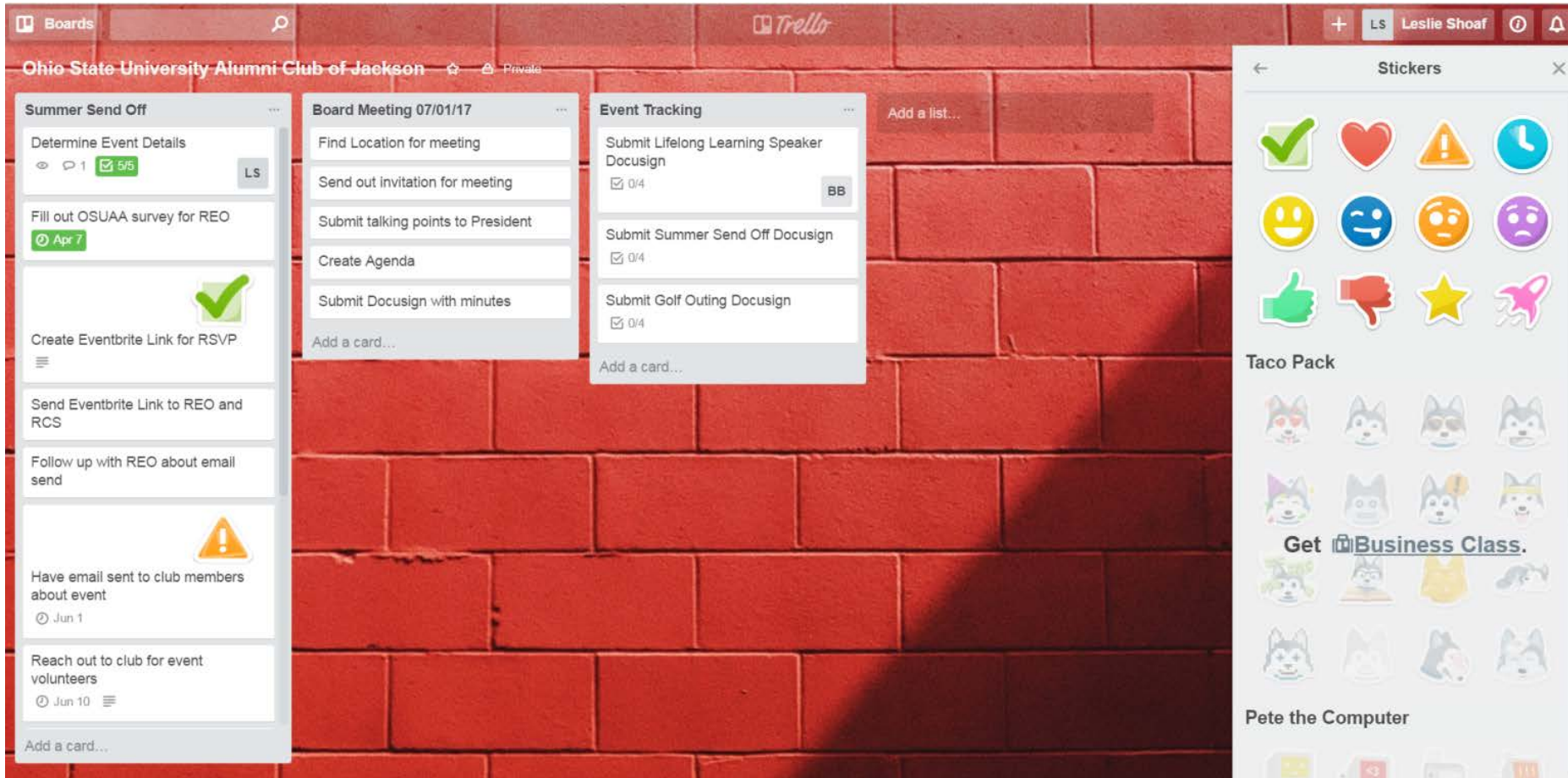
- Minutes/Project Management
- Member Tracking
- Communication to Constituents
  - OSUAA Marketing
  - [www.go.osu.edu/wmj](http://www.go.osu.edu/wmj)



- Basic components:
  - Date/Time/Location
  - Those in attendance
  - New Business Discussed
  - Old Business Revisited
  - Officer Reports
  - Action Items & Who is Assigned to What
- Purpose: recap meeting, log what was discussed/decided on, future reference
- Typed and e-mailed to board and OSUAA staff member is preferred within one week of meeting (please send to OSUAA staff member)
- Everyone has their own style-handwrite and then type vs. bringing a laptop to the meeting vs. typing in Google Docs, etc.
- Minutes help keep everyone on track and reminds leaders as to what they need to do



## Free Online Project Management Sites, like Trello.com



<https://www.youtube.com/watch?v=ph5UVsuqPUU>



The image displays two overlapping web browser windows. The background window is Google Drive, showing a folder named "Ohio State Alumni Club of Jackson" with a file named "Board Meeting Minutes, 6/5/17". The foreground window is Google Groups, showing the "My groups" page. The Google Groups page includes a search bar, a "CREATE GROUP" button, and a list of features: "All of your discussions in one place", "Express yourself", "People power discussions", "Speed matters", and "Mobile friendly".

**Google Drive Interface:**

- Address bar: <https://drive.google.com/drive/u/0/folders/0B3tXUIMQDE8dZ1lmdkdsM3I2YUU>
- Search bar: Search Drive
- Navigation: My Drive > Ohio State Alumni Club of Jackson
- File list:

Name	Owner	Last modified	File size
Board Meeting Minutes, 6/5/17			

**Google Groups Interface:**

- Search for groups or messages
- CREATE GROUP
- My groups
- Home
- Starred
- Click on a group's star icon to add it to your favorites
- Recently viewed: OSU Alumni Club ...
- Privacy - Terms of Service
- Features:
  - All of your discussions in one place**  
Organize with favorites and folders, choose to follow along via email, and quickly find unread posts.
  - Express yourself**  
Use rich-text editing to customize your posts with fonts, colors, and images.
  - People power discussions**  
Use photos, nicknames, and automatic translations to share your thoughts with the world.
  - Speed matters**  
Keyboard shortcuts and a streamlined design mean you won't spend time waiting to read and get involved. Press "?" to see the full list of shortcuts.
  - Mobile friendly**  
Access Groups from anywhere using your mobile device with our optimized [site](#).





OSU Sample Roster - Excel

	A	B	C	D	E	F	G	H
1	Last Name	First Name	ADDRESS	City	Grad Year	E-mail	Home	Cell
2	Smith	John	100 Baltic Avenue	Monopoly, Ohio	2001	<a href="mailto:jsmith@aol.com">jsmith@aol.com</a>	555-555-0155	555-555-0255
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								



Your Name (required)

Spouse

Home Address (include city, state, zip)

Your Phone Number

Your Email (required)


Are you Ohio State Alumni?

If yes, graduation date/year(s) attending Ohio State:

Membership Type:

Send





Ohio State Alumni Club of Phoenix

Search

Join Donate

GAME WATCH  
TABLE  
RESERVATIONS

## Membership Form

Please fill out our online membership form below. Then, mail a check payable to OSU Alumni Club of Phoenix to:

Jerry Glaser  
15802 N. 71st #602  
Scottsdale AZ 85254

OR pay with PayPal here:

Auto-renew your Membership !

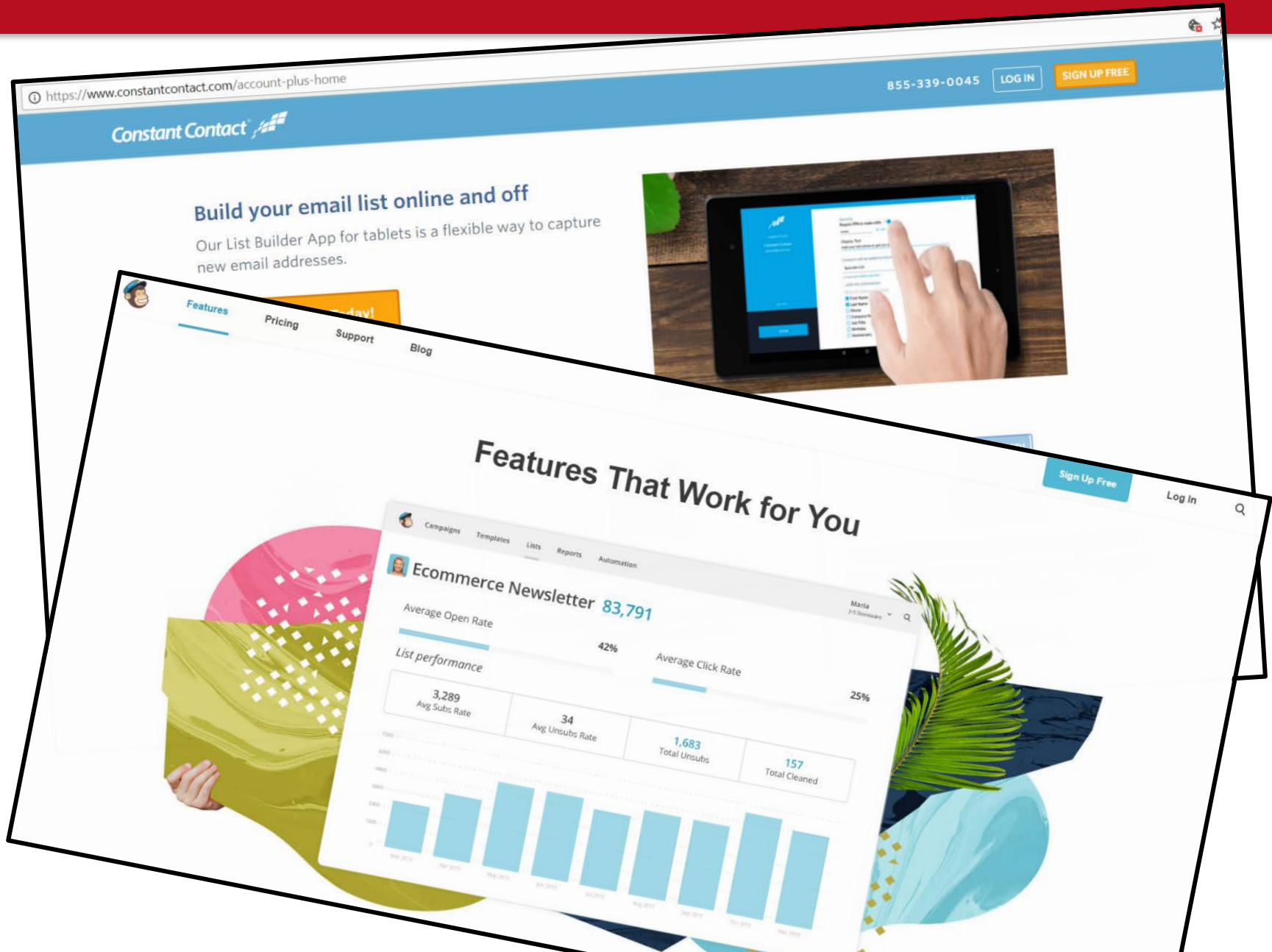
Individual : \$20.00 USD – yearly

Subscribe

One-time Annual Membership

Individual Membership \$20.00 USD

Add to Cart





March 28, 2017

[View this email in your browser](#)

## San Diego Buckeyes E-Blast



Alumni Club of  
San Diego

The Ohio State University Alumni Club of San Diego (OSUSD) is a chartered member of The Ohio State University Alumni Association. We are dedicated to strengthening the Buckeye community—including alumni, students, friends, and family—right here in San Diego County.

### UPCOMING EVENTS

April 22 - Beach  
Clean-Up

April 25 - Big Ten  
Alumni Happy Hour

June 4 - Rock 'n'  
Roll Marathon B1G  
Water Station

June 5 - Holiday

## April 25: Big Ten Alumni Happy Hour

Join the Big Ten and Pac-12 alumni clubs in San Diego for a happy hour on **Tuesday, April 25 at 5:30 p.m.** at the **Tilted Kilt in Mission Valley**. Appetizers will be provided and drink specials will be available. Ohio State is often under-represented at these Big Ten events, so please help us represent Buckeye Nation! Scarlet and gray attire is encouraged.



## June 12: Padres vs. Reds

We are joining other Ohio colleges and universities to watch the Padres take on the Cincinnati Reds on **Monday, June 12 at 7:10 p.m.** at Petco Park. Your ticket will grant

- Create Newsletters that are Branded
- Highlight Upcoming Events
- Send Monthly or Less
  - *except for special circumstances*
- Summarize successes, show photos!

## Thank You to our Brewery Tour Attendees!

Last Wednesday, March 22, OSUSD gathered at Ballast Point's tasting room in Miramar for great beer, Buckeye cheer, and a tour of their production brewery. Thanks to all of you who could make it and we hope to see those of you who could not at our next one!



Touring Ballast Point's production brewery. Points of interest included this copper brewing equipment from Germany and the "hops room."

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Our email address is:  
[info@osusandiego.com](mailto:info@osusandiego.com)

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#)





## ALUMNI CLUB OF SEATTLE



### Seattle Buckeyes, Check Out These Upcoming Events!

#### Young Buckeyes!

Join us for a fireside chat with alumni John Justice, Partner Director at Microsoft, Inc. John will provide tips on how to manage tasks, create impact and manage your professional career based on his 17-year career in the tech industry. Through networking and casual conversation, you'll have the opportunity to ask questions and engage with Buckeye Alumni.

#### Details

Monday, June 5  
5:30 - 8 p.m.

Pyramid Alehouse Restaurant  
1201 1st Avenue South  
Seattle, WA 98134

[Directions](#)

**Kick Off the Summer at the Big Ten Summer Picnic!**

### Utilize your RCS for Email Marketing

- Why?
  - Sends to all alumni/friends we have email addresses for in your selected area
- Timeline:
  - **Submit 2 weeks before email send**
- Submit request to [www.go.osu.edu/wmj](http://www.go.osu.edu/wmj)
- Include information for email or attach wording
- Proof will be sent to you before send for any edits!



**Pulse Check!**

**Any Questions for us?**



## Constitutional Definitions of Treasurer

- **Treasurer:** The treasurer shall supervise all receipts and expenditures of Club funds. If dues are changed, he or she shall collect and disburse them subject to the approval of the Board of Directors of the Club. As requested, the treasurer shall complete and submit annual financial forms to the Association. Additionally, he or she shall complete and submit any documents that may be required by the Internal Revenue Service. He or she shall assist the president of the Club.





## Treasurer

- Create and manage bank account ledger for group
- Audit bank account expenditures monthly
  - when applicable, manage and track use of group credit/debit card*
- Work with BOG to approve and track reimbursement requests for events through DocuSign
  - Collect receipts for club expenditures
- Work with Secretary to collect dues for membership and maintain accurate membership lists
- Communicate with Scholarship Chair and Coordinator at OSUAA to keep accurate accounting of scholarship account balance
- File annual tax forms through IRS based on group fiscal year, and share completed forms with OSUAA



- Managing Your Bank Account
  - Cash Management
- Utilizing Debit/Credit Cards
- Taxes



- Creating a Budget Worksheet
  - Utilizing Excel to track deposits and expenditures on a biweekly/monthly basis (depending on frequency of use)
  - Updating BOG at every meeting on analysis of expenditures, upcoming expenditures



## USING A LEDGER

Alumni Group Ledger Resource- MASTER (EDITABLE) - Excel

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FileHomeInsertPage LayoutFormulasDataReviewViewACROBATTell me what you want to do...

CutCopyFormat PainterClipboard

Tahoma10A<sup>A</sup>B*I*UA<sup>A</sup>

Wrap TextMerge & CenterAlignmentNumber\$%‰←→.00↔.0

NormalBadGoodNeutralCalculationCheck CellStyles

F5

X✓fx

FY 17

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Ledger Start-Up Information</b>													
2														
3	Name of Organization				Alumni Club of Jackson									
4														
5	Ledger Time Frame				FY 17									
6														
7	<b>Account Information</b>				<b>Purchase Analysis</b>									
8	Initial Overall Balance		\$0.00											
9	SubAccount	* Enter Sub Account Name	*Enter Initial Balance		*Enter areas you would like to monitor									
10	1	Category I Events	3,000		1	Tickets								
11	2	Category II Events	1,500		2	Food/Catering								
12	3	Golf Outing	2,500		3	Giveaways								
13	4	Summer Send Off	1,000		4	Office Supplies								
14	5	Reserve	2,000		5									
15	6	Fiscal Year 18 Operating	0		6									
16	7				7									
17	8				8									
18	9				9									
19	10				10									
20	11				11									
21	12				12									
22	13				13									
23	14				14									
24	15				15									
25	16													
26	17													
27	18													



We recommend utilizing credit/debit cards, checks, or electronic payments online vs. Cash!

Sometimes that's not possible...so:

Have a Check & Balance Procedure:

- 2 people counting cash
- 2 people filling out & signing Club cash deposit slip
- Deposit made, with both deposit slip and bank slip returned to Treasurer for records





**Group Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Event Cash Collected at:** \_\_\_\_\_

Total Amount of Cash Collected: \_\_\_\_\_ Counted by: \_\_\_\_\_

Verified by: \_\_\_\_\_

Total Amount of Checks Collected: \_\_\_\_\_ Counted by: \_\_\_\_\_

Verified by: \_\_\_\_\_

Total Deposit Amount: \_\_\_\_\_



- If using Debit/Credit Cards:
  - Card should be managed and “held” by one person, to be reserved by approved individuals and signed out

Date	Vendor where expense will be utilized	Amount Approved	Signature of Borrower	Return Date/Time	Initials upon return

- No Cash withdrawal option
- Purchases over a designated amount (ex. \$75) should be approved by Treasurer and BOG (amount set by BOG)



**Pulse Check!**

**Any Questions for us?**





- Filing Taxes:
  - Once per year, within 5 months of the end of your fiscal year
- File a 990N online
- Send copy of form to OSUAA staff member

What if there are problems?

- Loss of Tax Exempt
- New organization?



**Information copy. Do not send to IRS.**

<p><b>Form 990-N</b> Department of the Treasury Internal Revenue Service</p>	<p><b>Electronic Notice (e-Postcard)</b> for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ</p>	<p>OMB No. 1545-2085</p> <p><b>2014</b></p> <p>Open to Public Inspection</p>
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**A** For the 2014 calendar year, or tax year beginning 1/1/2014, and ending 12/31/2014.

<p><b>B</b> Check if applicable</p> <p><input type="checkbox"/> Terminated, Out of Business</p> <p><input checked="" type="checkbox"/> Gross receipts are normally \$50,000 or less</p>	<p><b>C</b> Name of organization: <u>ROAD WARRIORS CORP</u> d/b/a:</p> <p><u>% Brian Thomas</u> <u>6964 Silverado Terr</u> <u>Lake Worth, FL, US, 33463</u></p>	<p><b>D</b> Employer Identification Number <u>27-4812222</u></p>
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<p><b>E</b> Website: <u>www.roadwarriorcorp.org</u></p>	<p><b>F</b> Name of Principal Officer: <u>Brian Thomas</u></p> <p><u>6964 Silverado Terr</u> <u>Lake Worth, FL, US, 33463</u></p>	
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**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

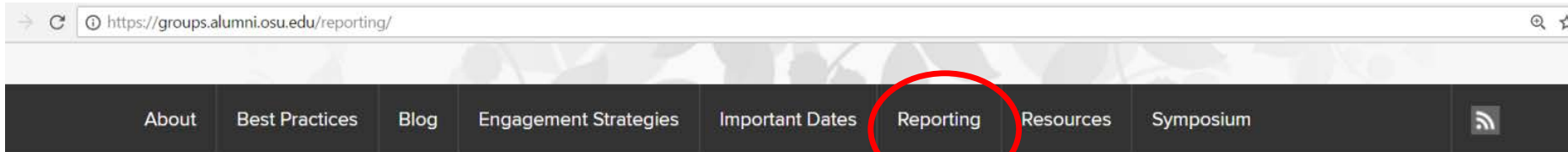
The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



<https://groups.alumni.osu.edu/reporting/>



## Reporting

For your convenience, please find all the necessary reporting forms and documents below.

### For Clubs:

 [Event Descriptions and Types](#)

 [Event Sign In Sheet](#)

[Post Event Form for Reimbursement](#)

[Post Event Form Not Seeking Reimbursement](#)

 [Member Roster](#)

 [New Reporting Forms](#)

 [Officer Roster Form](#)

 [Club and Society Direct Deposit Form](#)

### For Societies:

 [Event Descriptions and Types](#)

 [Event Sign In Sheet](#)

[Post Event Form for Reimbursement](#)

[Post Event Form Not Seeking Reimbursement](#)

 [Member Roster](#)

 [New Reporting Forms](#)

 [Officer Roster Form](#)

 [Club and Society Direct Deposit Form](#)

### OHIO STATE NEWS

#### [Spring Commencement](#)

May 9, 2017

Ohio State graduated a record 11,734 students at its 2017 Spring Commencement on May 7, 2017. Those graduates heard from speaker Abigail Wexner, a community leader, philanthropist and university trustee.

#### [Nothing short of inspirational](#)

May 1, 2017

Graduating senior Abd Al-Rahman Traboulsi has made the most of his Ohio State experience, taking full advantage of everything the university has to offer.



## FOR REIMBURSEMENT:

To submit for reimbursement, go to:

<https://groups.alumni.osu.edu/reporting/> and hit the *"Post Event Form for Reimbursement"*.

## FOR NON-REIMBURSEMENT:

To submit for non-reimbursement (event counts towards tiers), follow the <https://groups.alumni.osu.edu/reporting/> link and click *"Post Event Form Not Seeking Reimbursement"*

1. Fill out your information in the Initiator Role (name and email)
2. Fill in two names/email addresses for co-signers. This is the board approval for the reimbursement. You should pick two people, and always using the same two people. Once they have been typed in, click "begin signing".
3. This will take you to the next page where you can enter the event information. Please make sure to fill this out completely, as our finance team looks over the information and will either approve or deny the reimbursement based on the information present. Specifically (for events), fill out the description of the event in regards to how it meets the sub-category. Example of a networking event (answer the following questions):
  - a. What programmatic piece did you follow?
  - b. Was there a speaker/panel/speed-networking?
  - c. Did you exchange business cards?
4. Upload the appropriate documents: board minutes (if applicable), receipts, and attendance sign-in. **These components are mandatory for reimbursement.**
5. Then click submit.
6. After submitting, send an email to your two co-signers (and OSUAA staff member *-this is optional*) to let them know that a form has been submitted. This allows your co-signers to look out for an email in their inbox (or junk mail) that will prompt them to sign. Once both have signed the form will be marked "complete" and will be able to process it and send it to Finance.
7. Once Finance has received the form, it typically takes up to 2-3 weeks for a check to be deposited into the club bank account.

1. First read the Electronic records and Signature disclosure, and click "I agree to use electronic records and signatures"
2. Fill out all of the appropriate information at the top (name, email, phone number)
3. Fill out the name of the club
4. Fill in Event name (or Board Meeting) Date, and time
5. Select the type of category 1 event type
6. Fill in how many folks attended (you must have an attendance sheet or list of names of folks that attended—even if it's a best guess)
7. Click Yes next to "Do you have receipts, attendance/sign in, minutes, or agenda to attach"
8. Upload the appropriate documents: board minutes (if applicable), and/or attendance sign-in.
9. Fill out Description of Event: what did you do? What was the event/meeting for?
10. Click continue/submit



Club Society Tracking and Planning Sheet - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard Font Alignment Number Styles

B19

	A	B	C	D
10	Board of at least 4 qualified and elected officers & board			
11	<b>Category I Events (must have 1 in 5 different or 3 different categories)</b>	<b>Date Docusign with Attendee List Submitted</b>	<b>Receipt Submitted/ Reimbursement Requested?</b>	<b>Reimbursement Deposited into Account on:</b>
12	Community Service:			
13	Student Program:			
14	Networking:			
15	Special Interest Events:			
16	Arts:			
17	Lifelong Learning:			
18	Diversity Event:			
19	<b>Category II Events (Unlimited)</b>			
20	Social:			
21	Family:			
22	Sports/Game Days:			



An example of a tool you can use on your smartphone to scan receipts and attendee lists for those without a scanner at home.



# Q & A



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