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
• 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
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<thead>
<tr>
<th>A</th>
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<tbody>
<tr>
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<td>Last Name</td>
<td>First Name</td>
<td>ADDRESS</td>
<td>City</td>
<td>Grad Year</td>
</tr>
<tr>
<td>2</td>
<td>Smith</td>
<td>John</td>
<td>100 Baltic Avenue</td>
<td>Monopoly, Ohio</td>
<td>2001</td>
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<td>19</td>
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</tbody>
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Your Name (required)

Spouse

Home Address (include city, state, zip)

Your Phone Number

Your Email (required)

Are you Ohio State Alumni?

Yes

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

Membership Type:

Individual Membership ($20)
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

One-time Annual Membership

- Individual Membership $20.00 USD
San Diego Buckeyes E-Blast

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!
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
Best Practices: Managing Your Bank Account

USING A LEDGER

<table>
<thead>
<tr>
<th>Ledger Start-Up Information</th>
<th>Alumni Group Ledger Resource - MASTER (EDITABLE) - Excel</th>
</tr>
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<tbody>
<tr>
<td><strong>Name of Organization</strong></td>
<td>Alumni Club of Jackson</td>
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<tr>
<td><strong>Ledger Time Frame</strong></td>
<td>FY 17</td>
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### Account Information

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<tr>
<th>SubAccount</th>
<th><em>Enter Sub Account Name</em></th>
<th><em>Enter Initial Balance</em></th>
<th>Initial Overall Balance</th>
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<tr>
<td>1</td>
<td>Category I Events</td>
<td>3,000</td>
<td>(balance)</td>
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<tr>
<td>2</td>
<td>Category II Events</td>
<td>1,500</td>
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<td>3</td>
<td>Golf Outing</td>
<td>2,500</td>
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<td>4</td>
<td>Summer Send Off</td>
<td>1,000</td>
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<td>5</td>
<td>Reserve</td>
<td>2,000</td>
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<td>6</td>
<td>Fiscal Year 18 Operating</td>
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### Purchase Analysis

- Enter areas you would like to monitor:
  1. Tickets
  2. Food/Catering
  3. Giveaways
  4. Office Supplies
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
Best Practices: Cash Management

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: ____________
Best Practices: To Credit/Debit or Not to Credit/Debit

- If using Debit/Credit Cards:
  - Card should be managed and “held” by one person, to be reserved by approved individuals and signed out
  - No Cash withdrawal option
  - Purchases over a designated amount (ex. $75) should be approved by Treasurer and BOG (amount set by BOG)

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<thead>
<tr>
<th>Date</th>
<th>Vendor where expense will be utilized</th>
<th>Amount Approved</th>
<th>Signature of Borrower</th>
<th>Return Date/Time</th>
<th>Initials upon return</th>
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</table>
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?
### FOR REIMBURSEMENT:
To submit for reimbursement, go to: https://groups.alumni.osu.edu/reporting/ and hit the "Post Event Form for 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.

### 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. 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
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<th>D</th>
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<tr>
<td>10</td>
<td>Board of at least 4 qualified and elected officers &amp; board</td>
<td>Date Docusign with Attendee List Submitted</td>
<td>Receipt Submitted/ Reimbursement Requested?</td>
<td>Reimbursement Deposited into Account on:</td>
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<td>11</td>
<td><strong>Category I Events (must have 1 in 5 different or 3 different categories)</strong></td>
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<td>Community Service:</td>
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<td>Diversity Event:</td>
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<td><strong>Category II Events (Unlimited)</strong></td>
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<td>21</td>
<td>Sports/Game Days:</td>
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An example of a tool you can use on your smartphone to scan receipts and attendee lists for those without a scanner at home.
THANK YOU!

Leslie Shoaf
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614-247-8022

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braaten.8@osu.edu
614-247-8068