

Mortar Board National College Senior Honor Society

Leading LEADERS

a resource for chapters and advisors

MARCH 2015

ADVISOR APPRECIATION WEEK: MARCH 9-13

Good advisors are a critical to the success of a Mortar Board chapter. Recognize the hard work and dedication of your advisor during Advisor Appreciation Week! Here are just a few examples of how your chapter can show appreciation to your dedicated advisors:

- Nominate your advisor for the Excellence in Advising Award
- Honor your advisor at a public event or ceremony
- Submit a petition for honorary membership for longstanding advisors who are not already members
- Visit your advisor's office as a group to show your thanks
- NoMinate your advisor for relevant campus awards or recognition
- Order a memento for your advisor from the Mortar Board Store

NEWS

CELEBRATE YOUR OUTSTANDING ADVISOR

Awarded annually at the national conference, the Excellence in Advising Award honors advisors who have provided outstanding service, guidance and support to a collegiate chapter. Nominations are due on or before March 15. Nominate your advisor here!

Excellence in Advising award recipients from the past five years are ineligible to receive the award this year. A complete list of previous recipients is on our website.

NATIONAL CONFERENCE REGISTRATION OPENS MARCH 15

Make sure your chapter is represented at the national conference this summer! Though each chapter needs to send one official delegate, other officers and advisors are encouraged to attend as well! It is an excellent opportunity to network with other chapters and get in touch with the history and tradition of Mortar Board. The deadline to register is May 15. Learn more about the conference here.

IRS - MORTAR BOARD, INC. AS "PARENT"

In Internal Revenue Service (IRS) terminology, Mortar Board collegiate and alumni chapters are "subordinates" of Mortar Board, Inc., which is the "parent organization." Mortar Board, Inc. includes all subordinates on its group return, which the National Office files annually with the IRS to satisfy all but one or two chapters' reporting requirements. If you are told that you must file a 990-N or e-Postcard, it's probably not accurate. Contact the National Office before taking any other action.

UPCOMING DUE DATES

Official Membership Report (OMR)

A complete list of the candidates your chapter has selected for membership must be provided to the National Office at least two weeks before the candidates are tapped. Once approved, candidates may be tapped by your chapter.

MARCH 15

Excellence in Advising Award nominations due
National Conference registration opens

CHAPTER RESOURCES

EFFECTIVE CHAPTER TRANSITION: KEY TO CONTINUAL CHAPTER SUCCESS

Once you've selected a new chapter, what's next? Chapter and officer transition! A thorough transition is vital to the ongoing success of your chapter. Here are some tips and tricks for a successful transition:

Chapter transition

Inclusion. Have both current and new members involved in your transition.

Share. Hold a joint meeting to discuss the successes and challenges of the past year. Share what you have learned with new members.

Momentum. Have new members exchange contact information so they can keep in touch with each other throughout the summer.

Goal setting. Help the new class set goals, like increasing presence on campus or taking on more projects that enhance student life.

Website. Direct chapter members to the vast resources and merchandise available on the national website.

Officer transition

Elections. Hold effective officer elections for the coming year.

Resources. Pass the national conference binder along with any other notable materials from the year to the new president. Check back soon for 2015 conference resources.

Officer duties. Help the new officers understand the national and local duties and expectations of each position. You can find great information in the Officer & Advisor Handbook.

Write it down, pass it on! Meet one-on-one with the incoming officers and advisors. You can pass all of the records you have gathered over the past year. Make sure your records include any written plans that you developed throughout the year!

Section coordinator. Introduce the new officers to your section coordinator.

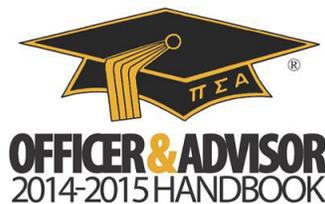
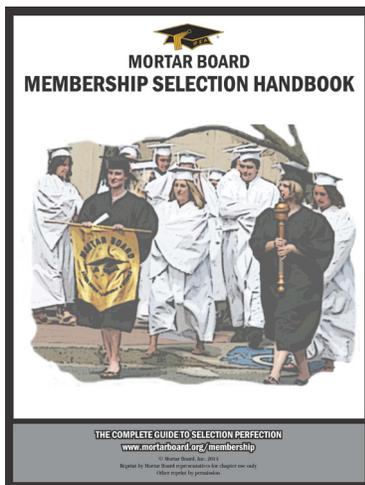
Questions. Encourage the new officers to ask questions of the outgoing executive board, the advisors, section coordinator and national office.

Deadlines

National Conference. Build excitement for the conference and pass the conference registration link along to the newly elected president and ensure that s/he registers.

May 15. Be ready for this very important national deadline. Have your outgoing officers submit year-end reports. Verify that all membership fees have been sent to the National Office. Report contact information for new officers to the National Office on the New Officer Report Form.

Handbooks and guides
Report forms
Mortar Board Store



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