



## March 2016

### ADVISOR APPRECIATION WEEK: MARCH 14-20

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

- Nominate an advisor for an [Excellence in Advising Award](#)
- Honor your advisor or advisory team 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 - bring donuts or ice cream to share with officemates
- Nominate your advisor for relevant campus awards or recognition
- Order a memento for your advisor from the [Mortar Board Store](#)

### NEWS

#### SPECIAL NATIONAL CONFERENCE UPDATE

Thanks to all the delegates, National Council members, SCs and committee members who attended the Special National Conference's three sessions held in January. And thanks for voting. All four of the amendments to the Bylaws carried. Katie Chick (Hood College, 2006) was re-elected as vice president and current Floriabama SC Brandon M. Caten (University of South Florida, 2011) was elected alumni representative. Their terms will begin July 24.

The Tellers who certified the balloting were chapter presidents Cole Gressett of Mississippi College, Ethan Ludlam of the University of Washington, and Allie Misner of Washington State University.

#### MEMBERSHIP SELECTION REMINDER

Membership selection occurs in one meeting once a year. It is private and should be held in a private location. Do not advertise on social media or in any other medium the date or location of selection. Be sure your members don't use social media to talk about selection while they are on the way to it, attending it or after it is over.

#### MORTAR BOARD STORE PROMOTIONS

Early-bird conference fee: Chapters that pay their 2016 Conference Fee **IN FULL** before March 15 will receive one free medallion.

Graduation regalia: Chapters that place a bulk regalia order before March 15 will receive free shipping.

## **NATIONAL CONFERENCE REGISTRATION OPENS MARCH 15**

Make sure your chapter is represented at the national conference this summer July 22-24 in Indianapolis, Ind.! Though each chapter must 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](#).

## **GET A JOB!**

Don't forget the all Mortar Board members may showcase their academics and activities through [Portfolium](#), our newly-launched online career tool. See the email you received from Portfolium on January 28. Tell your chapter members too! There is a webinar for advisors on March 17 and 22. Watch for that email.

## **TORCHBEARER NOMINATIONS**

Every Mortar Board member and, **every chapter** is urged to nominate national Torchbearers who will be recommended to the National Council by the Torchbearer Committee, chaired by Diane Selby (The Ohio State University, 1961). A Torchbearer is one who:

- is a member of Mortar Board (either collegiate or honorary), living or deceased;
- has made a significant positive contribution to the establishment, growth, longevity, prosperity, history, stewardship, operations, or visibility of Mortar Board, Inc. or the Mortar Board National Foundation; and
- has demonstrated reliable and consistent performance throughout her/his service to Mortar Board.

Think of the members of your chapter, past or present, who should be nominated and complete the [nomination form](#), on or before April 1, 2016.

## **AMAZON SMILE**

Next time you make a purchase at Amazon, use [Amazon Smile](#) and support Mortar Board!

## **UPCOMING DUE DATES**

### **DUE BETWEEN SELECTION AND TAPPING**

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 the candidates are approved, they may be tapped by your chapter.

### **DUE WITHIN SEVEN DAYS AFTER INITIATION**

Final OMR and fees: As fees are paid online or to your chapter, update Form II of your approved OMR to indicate how your new members have paid their fees. On Form III, list your chapter's continuing seniors (if applicable). No later than seven days after initiation, send this updated OMR to the National Office, along with the conference fee and the fees your chapter collected from members.

### **DUE MARCH 15**

Excellence in Advising Award nominations - [Excellence in Advising Awards](#) are given annually at the national conference to deserving advisors who have been nominated by their chapters and chosen by a selection committee.

## **MARCH 15**

National Conference registration - Registration for the 2016 Mortar Board National Conference opens March 15. Please ensure your delegate is registered by May 15, but the sooner the better! Read more about the conference on our [website](#), in upcoming issues of LeadingLeaders and on social media with the hashtag #MBNC16.

## **APRIL 1**

Torchbearer nominations - Celebrate Mortar Board's Centennial by [nominating](#) Mortar Board members that have made a significant contribution to our Society.

### **CHAPTER VIDEO SHOWCASE**

At the national conference next year, chapters will showcase their activities and programs through one-minute promotional videos. This takes the place of chapter display boards. Start planning your chapter's video now! Think of all the visibility you will gain on your campus with your new promotional video. Submissions are due on or before May 15, 2016, and the promo videos will all be shown at the national conference. View 2015 videos [here](#)!

Please submit your videos to <http://bit.ly/ChapterVideos2016>.

## **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 along any notable materials from the year to the new president. Review the [resources page](#) on the national website.

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.

September 15. While it seems far away, new officers should begin preparing for the upcoming academic year by starting a draft of the [Chapter Action Plan \(CAP\)](#). Starting early allows the chapter to begin to make the appropriate plans for things like chapter events, fundraising goals and room reservations. Completing a draft before the conference will allow the new officers ample time to review the report with your section coordinator well before the report deadline.

[Handbooks and guides](#)

[Report forms](#)

[Fellowships](#)

[Mortar Board Store](#)

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