

Mortar Board National College Senior Honor Society

Leading LEADERS

a resource for chapters and advisors

SEPTEMBER 2015

Welcome to your first issue of the LeadingLeaders e-newsletter, a great monthly resource for Mortar Board collegiate chapter leaders. Here, you will find reminders of upcoming report due dates as well as tips for chapter management. We hope your year is off to a fantastic start. The staff of the National Office look forward to working with you, and we know that our volunteer leaders, like your section coordinators, are excited to see all of the things you will accomplish this year!

NEWS

CONFERENCE PHOTO GALLERY

The online conference photo gallery is at <http://ettible.zenfolio.com/p956302240>. Note that there is an opportunity to purchase photos at a 25% discount with the coupon code MBNC2015.

2015 CHAPTER AWARD WINNERS



The Ruth Weimer Mount Chapter Excellence Award went to the XIX chapter at Kansas State University.



The Senior Board chapter at Beloit College was the Most Improved.

Excellence in Advising Award

Katie Cloud, Florida State University

Susan C. Hinz, Washington State University

Kristi Okerlund, University of North Dakota

Aliza S. Wong, Texas Tech University

MEMBER RECONSIDERATION CAMPAIGN

Many students' situations change over the summer, and they regret refusing membership in Mortar Board, so it is Mortar Board's policy to provide them a chance to reconsider. In August the National Office staff emailed all candidates who declined their offers of membership last spring. These are the candidates that your chapter reported as "refused" on the Official Membership Report (OMR). The National Office staff will let you know if your chapter has acquired any new members through this "reconsideration campaign." You will want to include these new members in your chapter's activities. Be sure to wrap them in quickly. They may turn out to be some of your best members! For an up-to-date list of all member fees paid online, advisors can log into their accounts at <http://bit.ly/MBPaymentUpdate>. If you have questions, please contact your section coordinator or the National Office at mortarboard@mortarboard.org.

UPCOMING DUE DATES

DUE IMMEDIATELY

New Officer Report Form: If you don't know for sure if your chapter submitted this form please ask the National Office!

If not, or if you have changed officers or advisors, send a revised form to reports@mortarboard.org.

DUE SEPTEMBER 15

Chapter Action Plan (CAP): This form will help you plan your year, including the all-important task of selecting the next class of members. Send completed forms to reports@mortarboard.org. See "Chapter Resources" for answers to FAQs about the CAP!

DUE OCTOBER 1

Mortar Board *Forum* Winter Issue Submission: A picture is worth a thousand words. Write a little and send a great photo! Photos should be in jpeg, tiff or gif formats, NOT embedded in the document, and must be print-quality photo resolution (at least 300 dpi). Please submit all submissions online at <http://www.jotformpro.com/mortarboard/Forum>.

DUE OCTOBER 15

Conference Advisory Board applications: The Conference Advisory Board (CAB) is a group of members who assist in the planning and execution of the national conference. Any collegiate member of Mortar Board is eligible to apply, and preference will be given to members who have attended at least one national conference. Applications should be completed online. All forms and applications can be found online at <http://www.mortarboard.org/Conference/CAB/>.

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

Section coordinators: Your section coordinator is a valuable resource for your chapter! A section coordinator is an awesome leader with tons of Mortar Board experience who can help you plan a great year and tackle all your issues. Your SC will also help you with reporting and keep you posted on what's happening in your Section. Find your section coordinator at <http://www.mortarboard.org/Collegiate/Sections/>.

Mortar Board website: Forget when a report is due? Need ideas for new projects? From a calendar with all due dates listed, to a complete list of reports, to information about awards and opportunities for chapters and individual members, you can find just about anything you want to know at www.mortarboard.org.

[Handbooks and guides](#)

[Report forms](#)

[Fellowships](#)

[Mortar Board Store](#)

CAP FAQs

Why the CAP?

The CAP, or Chapter Action Plan, documents your chapter's plan for recruitment and selection of new members as well as your chapter's events and activities for the year. Complete this form with estimated dates, hours spent and details for your chapter's events.

Why should our chapter complete the CAP?

Every chapter that completes the CAP earnestly and thoroughly and then follows the plan is assured of success. If you submit your CAP on or before the deadline, your chapter will take its first step toward award recognition at year's end. The chapter president must collaborate with other officers and advisors to complete this report. It's best if the entire chapter is involved. In addition to being a great chapter planning tool, submission of the CAP is part of Mortar Board's Chapter Minimum Standards.

What happens once our chapter completes the CAP?

When you have your first draft of the CAP ready, please send it to your section coordinator for initial review. Your section coordinator is the primary reviewer of your CAP and will praise really great ideas and suggest modifications that might be necessary. You can have a dialogue about where you're excelling as well as how you might improve your CAP. Then, once you have the CAP in top condition, send it, on or before September 15 to the National Office at reports@mortarboard.org. The staff in the National Office will review your CAP one last time with special attention to membership selection.

What if I make changes to our CAP?

If our chapter adjusts the CAP after September 15, please let your SC and National Office know unless it is an insubstantial modification. The CAP is a planning tool meant to help your chapter envision its year and make plans for key events. We understand that sometimes event dates need to be changed and members' schedules fluctuate. But, if your membership selection deadlines shift and you are no longer able to meet the national guidelines set out in the Membership Selection Handbook, you must notify the National Office and your SC immediately. This especially includes the rules governing initiation (found in *Bylaws* of Mortar Board, Inc. Article VI, Section 1.16).

There are not enough spaces to add all of the chapter's activities. What should I do?

In designing this report, we've been intentional about the number of spaces left under each category based on how much emphasis a chapter should be placing in a given area. So, events that should be a major focus area for your chapter have been given the most spaces. Many very active chapters may have more activities to report than there are spaces. If you need more space, just create an addendum by listing your events on a separate page and email it along with your CAP.

How can our chapter use the CAP throughout the year?

There's an old saying, "Plan your work and work your plan." The CAP is a plan. Work it! Bring the CAP to every Executive Committee meeting and evaluate your progress, making minor adjustments or lighting fires to get things done. Make sure your advisory team is sensitive to the CAP too so they can help you meet your goals as laid out in the CAP.

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