

GENERAL INSTRUCTIONS

2018

1. Board of Managers:

- a. Attendance is expected at all Board of Managers meetings. If unable to attend, please see that someone else presents your report.
- b. Keep a file of Board business.
- c. Keep all material pertaining to your office and update your job description after your term to turn over to your successor promptly and in good order.

2. Committee Chairman:

- a. Plan your program for the year early.
- b. Keep a record of all committee business, procedures, services, projects, and recommendations. Turn this material over to your successor promptly and in good order.
- c. Keep a file of your reports to the Board of Managers.

3. State Meetings:

- a. November – in Austin, Board and General meetings. These meetings are being held on the same day to accommodate committee meetings the day prior.
- b. February – in Austin, Board of Managers meeting only.
- c. May – rotated among seven Town Committees. (Austin does not host May meetings.) Board of Managers meeting the Tuesday before the Annual Meeting on the second Wednesday.

Order of May Annual Meeting Rotation

Town Committee	Year
Houston	2018
Ft. Worth	2019
El Paso	2020
San Antonio	2021
Waco	2022
Dallas	2023
Beaumont	2024

4. Expenses:

All officers and chairmen who do not have annual budgets shall periodically send to the State President for approval, an itemized list of expenses, including postage, stationery, office supplies, necessary publications, etc. along with receipts and a voucher. (The

voucher form is available at nscdatx.org.) She then sends them to the Treasurer for authorization for payment. Budgeted expenses are sent directly to the State Treasurer.

5. Sales Tax Exemption

- a. All purchases for the local Town Committee and State Society are exempt from State Sales Tax.
- b. File a “Texas Sales Tax Exemption Certificate” (available at nscdatx.org) with each place with whom you do business. Do not file one each time you make a purchase at the same place – one copy will do.
- c. There is no such thing as a Sales Tax Exemption Number, but if a business really wants one, give them the Texas Society Employer Identification Number 74-1400026.