



# Mortar Board

*Scholars...Chosen for Leadership...United to Serve*

## INK: Important news for chapter officers and advisors

### **Transitioning to a new class: dividing responsibilities**

As the new class is getting acquainted with Mortar Board and the outgoing class is preparing for graduation, responsibilities can often be overlooked. To ensure that each member completes the necessary tasks, feel free to forward this message to new members and officers.

### **Responsibilities of the outgoing class**

**Transition and train new officers** - Thoroughly transitioning to the new class helps finish this year strong, and start the upcoming year effectively. This includes passing down officer binders or records, hosting one-on-one officer meetings for incoming and outgoing members, and reminding the new chapter president to register for the 2009 National Conference.

**Complete and submit reports** - It is the responsibility of the outgoing chapter to ensure that all chapter reports are completed before graduation. Below in this e-mail you can find a list of the upcoming reports that are due and who should be completing them.

### **Responsibilities of the incoming class**

**Elect new officers** - Before leaving campus for the summer, all new officers should be elected and reported to the National Office. At the election, all positions should be thoroughly explained so that new officers are aware of their expectations for the coming year. Refer to the Officer & Advisor Handbook for outlines of officer responsibilities.

**Register for the conference** - Each chapter is required to send one official delegate to the annual Mortar Board National Conference. This delegate is typically the new chapter president, but in his or her absence, can be another officer or chapter member. The conference is July 24 - 26 in Chicago and registration is available online. To find out whether or not your chapter has registered an official delegate, please check this list.

**Get acquainted** - The new chapter should set up at least one meeting before the end of the academic year to get to know each other and start planning. Each edition of the Mortar Board INK features an icebreaker idea that can be used to help engage the members.

**Keep in touch** - Members may be scattered during the summer, but it is important to stay in touch. This can be done easily via e-mail or by creating a group for on a peer-networking site such as Facebook or MySpace.

### **Completion of reports: a national requirement**

Chapters must turn in reports annually in order to be eligible for awards at the national conference. All schools, whether they are on the quarter system or semester system, should adhere to the May 15 deadline. If you have questions or concerns about your reports being incomplete please contact the National Office at [reports@mortarboard.org](mailto:reports@mortarboard.org). Late reports will be accepted but will not count toward national

All reports and the officer responsible for completing them, due May 15:

Report form	Responsible officer
Chapter Annual Report	President
Chapter Financial Report	Treasurer
Advisor Annual Report	Advisor (only one report per chapter is necessary)
Final OMR and fees	Membership chairperson, Treasurer
Officer Address Information Form	President (outgoing or incoming)
National Conference registration	Incoming chapter president or other officer in his/her absence

### **Deadlines & Reminders**

#### **May 15**

- Chapter Annual Report due
- Chapter Finance Report due
- Final Official Membership Report (OMR) due
- Advisor Annual Report due
- Officer Address Information Form due
- Chapter Project Grant applications due
- Conference registration due
- Annual chapter award nominations due
- All fees due

### **Icebreaker of the month Animal Ball Game**

Materials needed: ball, prize (optional)

1. Have every member stand in a circle.
2. One member (such as the president) starts with the ball and has to say their name, then an animal.
3. This member then bounces or passes the ball to another player, who has to immediately say their name and the name of an animal after catching the ball.
4. If a member repeats an animal, they have to sit down and are therefore "out" of the game.
5. The last player standing wins! If you would like, you can give this member a prize such as a Mortar Board gift item, a piece of candy, food coupon, etc.

Variation: This can be played with several different categories, such as majors, campus buildings, countries, etc.

Annual chapter award nominations*	President, Advisor or other representative
Golden Torch Award nomination form*	Chapter officer or section coordinator
Project Excellence Award nomination form*	Any chapter officer or member
Most Improved Chapter Award nomination forms*	Chapter officer, section coordinator or other national representative
Chapter project grant application*	President, Advisor or other representative

\*Optional

## Each chapter must register for the 2009 National Conference

Each collegiate Mortar Board chapter is required to send one representative to the national conference, held July 24 - 26 in Chicago. This representative should be the newly elected president for your chapter, so remind those who are running for president that they should be available for travel this weekend.

This delegate must register for the conference at [www.mortarboard.org/conference](http://www.mortarboard.org/conference) by May 15. To find out whether or not your chapter has registered an official delegate, check this list.

The conference will feature many opportunities to share new ideas, learn about Mortar Board, and network with chapters from across the country. Chapters who wish to send additional members or advisors can register online for \$225 per attendee. These attendees are responsible for arranging their own travel and covering associated costs. The deadline to register is Friday, May 15.



## Order your graduation regalia

The recognition that comes with Mortar Board membership is an honor, and many chapter members choose to display that honor with special regalia at their institution's graduation ceremony. Whether you prefer medallions, honor cords or stoles, orders should be placed to allow adequate shipping time before graduation.

Merchandise orders are shipped Monday through Friday during business hours from Columbus, Ohio. Standard shipping may take 3-5 business days for arrival in the continental U.S. Want to save on shipping costs? Place a larger joint order with other chapter members by phone, e-mail or online.



## National Mortar Board historians need YOU

The Mortar Board Historical Publication Committee is seeking assistance from every collegiate chapter in a project to write a book highlighting Mortar Board's century of scholarship, leadership and service.

Please help the chapter by naming a historical liaison (NOT the chapter historian) to remain as a contact for the committee over the next few years. This person at your college or university may be a longtime Mortar Board advisor, a Mortar Board alumnus, or a student affairs employee. Send this person's name, mailing address, phone number and e-mail address to Mortar Board Historical Publication Committee Chair Martha Tykodi at [history@mortarboard.org](mailto:history@mortarboard.org) by the end of the academic year.

## Mortar Board to search for new executive director

Former Executive Director Jon Cook left Mortar Board in April to serve as executive director of the McConnell Arts Center in Worthington, Ohio. The Mortar Board National Council and National Foundation wish him luck in his future endeavors, and have launched a search for the society's next executive director.

Megan Stevens will serve as interim executive director during this period of transition. More information regarding the search, including a detailed position description, will be posted online at [www.mortarboard.org/EDsearch](http://www.mortarboard.org/EDsearch).

If you know someone who may be interested in this position, please contact Mortar Board National President Sally Steadman at [president@mortarboard.org](mailto:president@mortarboard.org).

## **Chapter Spotlight: San Diego State University**

*Written by Senior Advisor Jane K. Smith and Chapter President Gene G. Gonzaga*

There is no question that the success of the Cap and Gown chapter of Mortar Board over the years has been due to the dedication of its chapter advisors. With their assistance, we provide each new group of students with an orientation for all new members. Orientations occur in the spring and again in the fall for all new officers and committee chairs. Each officer and committee chair is provided with a notebook and detailed listing of the duties of their office.

Our summer picnic held at the home of one of our advisors, our monthly social gatherings at different locations and events in town and our end of the year luncheon provide us an opportunity to get to know each other better. Our last event of the semester will be a barbecue at the beach in May. At each general meeting we have 3-4 members do a "Senior Spotlight" to get to know them better. This has been a great year for our chapter; we hate to see it end.

Our advice to a new chapter president would be to make sure everyone has a job to do, get them involved in the group, and give them the opportunity to participate and share his or her talents. A "leader of leaders" must know how to delegate responsibility and see the strengths in their fellow members. The theme for our chapter this year was "strength through unity" and we feel as though we have achieved our goal of representing this quality.

The Cap and Gown Chapter of Mortar Board at San Diego State University is highly regarded on the campus mainly due to the many projects that they sponsor to promote scholarship, leadership, and service on the campus and in the community. Some of the major projects include: Mortar Board Planner and Calendar of Events (18th year), Faculty/Staff Appreciation Dinner (17th year), Backpack Stuffing with Alumni and USD chapter, Emeritus Faculty and Staff Outstanding Service Award Ceremony (22nd year), and new projects including The Last Lecture Series (2nd year), and the Student Research Symposium (1st year). All of these projects focus on our service to the campus and make us visible to faculty, staff, students and the alumni.