



Mortar Board

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

ADVISOR NEWS

A successful Mortar Board year-end

As the academic year comes to a close, chapter members are increasingly busy. However, an effective transition of incoming and outgoing members can ensure that all necessary reports and tasks are properly executed.

★ Responsibilities of the outgoing class

Transition and train new officers - Thoroughly training 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 conference.

Completion of reports -It is the responsibility of the outgoing chapter to complete all chapter reports before graduation. Here is a list of due dates and the officer responsible for completing them:

Report form	Responsible officer	Due date
Chapter Annual Report	President	May 15
Chapter Financial Report	Treasurer	May 15
Advisor Annual Report	Advisor	May 15
Final OMR and fees	Membership Chairperson, Treasurer	May 15
Officer Address Information Form	President (outgoing or incoming)	May 15
Annual chapter award nominations*	President, advisor or other representative	May 15
Chapter Project Grant application*	President, advisor or other representative	May 15
National Conference registration	Incoming chapter president or other officer in his/her absence	May 15

*Optional, strongly encouraged

★ 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.

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 25 - 27 in Columbus, Ohio and registration is available online.

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 for next year. Each edition of the Mortar Board INK features an icebreaker idea that you can use to help engage the members.

Plan to keep in touch - Members may be scattered during the summer, but encourage them to stay in touch via e-mail.

Deadlines & Reminders

Before tapping

- Official Membership Report (OMR) (Due immediately after selection and before tapping of new members)

May 15

- Final OMR and fees (or within one week of initiation)
- Officer Address Information Form (or immediately following chapter officer elections)
- National conference registration due

Required chapter reports due May 15:

- Chapter Finance Report
- Chapter Annual Report
- Advisor Annual Report

Annual chapter award nominations due May 15:

- Golden Torch Award nomination form
- Project Excellence Award nomination form
- Most Improved Chapter Award nomination forms
- Chapter Project Grant application due
- Chapter Web site Award nomination form

Mortar Board Lingo

What is an official delegate?

Each active collegiate chapter of Mortar Board is required to send one chapter representative, typically the new president, to the national conference. This attendee, known as the "official delegate" is responsible for voting on important national matters on the chapter's behalf. The annual \$150 conference fee pays for a small portion of the transportation,

★ Being a helpful advisor

Officers may come to you for help in completing their year-end reports and award nominations. While the National Office encourages you to support your chapter, it is not your responsibility to finish the chapter's work for them.

Feel free to lend a hand where necessary. If the transition process is correctly executed, the outgoing and incoming officers should coordinate and divide the work that needs to be done, instead of letting it fall to you.

Advisor Annual Report deadline is May 15

The required Advisor Annual Report, due May 15, provides the National Office with important information about your chapter's operations and solicits feedback to better serve you and your chapter. For example:

- Do you feel supported by the National Office?
- Have you been in contact with your section coordinator?
- What types of materials would be useful to you as an advisor?
- Do you have suggestions for how to improve Advisor News to best serve you?

Through the report, you may also request a letter acknowledging your role as chapter advisor be sent by the National Office to your supervisor at work.

Please complete this required report, available at mortarboard.org/forms, by May 15 and share your recommendations for improving advisor relations.

Plan to attend the 2008 Mortar Board National Conference

Thinking about attending the conference this summer? Advisors are both welcomed and encouraged. Here are just a few of the things you can expect:

- Network with other chapters in your geographic region and across the country
- Meet with other advisors to share ideas and strategies for supporting chapters
- Attend sessions with varying topics specific to advisors, such as how to effectively communicate with chapters, how to support chapter leadership, how to make your Mortar Board chapter the best it can be and more
- Learn all about Mortar Board's national operations by participating in numerous general sessions for advisors and students

Advisors are able to attend for the nominal registration fee of \$225, which covers all accommodations, meals and program materials. Transportation, however, is not funded or provided by Mortar Board.

New this year - enter for a chance to attend for free!

Mortar Board recognizes that not all advisors may have access to funding from their college or university. One advisor will have the chance to be chosen for a free registration. **How to enter:**

1. Complete the registration form by May 15.
2. If you are only interested in attending the conference if you are the recipient of the free gift registration, please select "Enter to win free advisor gift registration, but cancel if I don't win" as your payment method. A National Office staff member will follow up with you after the contest deadline of May 15 to confirm your cancellation.
3. If you are interested in attending the conference even if you don't receive the free gift registration, please select "Enter to win free advisor gift registration, keep my registration" as your payment method.

Advisor spotlight: Dr. Gregory K. Patton, University of North Dakota

Dr. Patton, a 2006 recipient of the national Excellence in Advising Award, has been invaluable to the Quo Vadis chapter. He began advising the group in January 2005, and immediately jumped in with enthusiasm, expertise and commitment. The chapter had been without an advisor for a brief period of time, so his acceptance of the advising position was crucial to the chapter. In his time as advisor, he has taught all the members a great deal about scholarship, leadership and service, for which the members are grateful.

To honor Dr. Patton for his incredible assistance over the past few years, the chapter conferred honorary membership upon him at their initiation ceremony in March.

programming fees, accommodations and meals for this delegate. They must register by May 15.

Chapters who do not register for conference will be put on probation. Delegates will only be permitted to vote if the chapter is in good standing with the National Office, including payment of all new member fees.

Still selecting? Turn to the Web site for help

In the past, advisors and/or membership chairpersons were sent a package in the mail with all the required membership materials. To conserve paper and make resources easily accessible, Mortar Board has put everything online at mortarboard.org/membership. Members and advisors can find answers to frequently asked questions, download templates for an official letterhead, gain access to the national logo and browse through helpful guidebooks and other resources.

Mortar Board at ACPA

Mortar Board annually has a presence at the American College Personnel Association (ACPA) convention. Recently, alumni, advisors and friends gathered at a special reception held during the 2008 ACPA convention in Atlanta, Georgia.

If you attend other professional meetings frequented by Mortar Board alumni and friends and would be interested in co-hosting a gathering, please contact the National Office.