



Mortar Board

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

ADVISOR NEWS

Did your chapter remember to...?

As one class exits and another class begins, the chaos of transition often leaves some Mortar Board requirements forgotten or unfinished. While the outgoing chapter officers should be responsible for the majority of these tasks, sometimes this doesn't happen.

To help you and the new chapter get organized, we have provided a list below of both required and optional chapter reports and forms. Please review the list below to ensure that your chapter is up-to-date nationally. If you are not sure if you are missing reports or forms, please contact Mary Cay Kuder at the Mortar Board National Office by e-mail at mkuder@mortarboard.org or by phone at 800-989-6266 ext. 103.

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
National Conference registration	Incoming chapter president or other officer in his/her absence	May 15

Has your chapter registered for the national conference?

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 official delegate's transportation and other conference costs are fully funded by Mortar Board; the annual \$150 conference fee each chapter pays help defray this cost.

To find out whether or not your chapter's official delegate has registered, please check this list. The list is updated periodically as new registrations arrive. Chapters are required to register promptly.

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.



Mortar Board Lingo

What is chapter probation?

All chapters should strive to remain in good standing nationally. In order to be in good standing, the chapter should have a "cleared account," which indicates that the chapter has submitted all vital reports and fees.

A chapter that fails to clear their account may be put on national probation. For one year, the chapter will be closely monitored by the National Office. If they fail to clear their account status or commit additional infractions, they may be placed on the inactive chapter list. The National Council may recommend disaffiliation for these chapters at the following national conference, at which point the delegates will vote on the issue.

Additionally, chapters who are on probation and do not have cleared accounts will not be permitted to vote at the Mortar Board National Conference.

Provide feedback via the Advisor Annual Report

The required Advisor Annual Report was due May 15. This report 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. Although the deadline has passed, the National Office continues to welcome input from advisors through this report. If you haven't done so already, please submit your report to share your recommendations for improving advisor relations and get the recognition you deserve.

It isn't too late to attend the 2008 Mortar Board National Conference

Have you been thinking about attending the conference this summer? Advisors are both welcomed and encouraged. Although the deadline to register was May 15, the Mortar Board National Office will permit advisors to register through July 1. 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 and most importantly, how to make your Mortar Board chapter the best it can be
- 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. Registration can be completed online.

Advisor spotlight: Dr. Jane K. Smith, San Diego State University

Dr. Smith, a lifetime member and 20-year advisor of Mortar Board, gives her valuable time to Mortar Board each week. Annually, the Cap & Gown chapter at San Diego State University participates in numerous events illustrating the ideals of scholarship, leadership and service. Whether it is awarding scholarships to college students, hosting charitable events such as their backpack stuffing, or mingling with alumni - the group has it all.

Under Dr. Smith's advisement, the Cap & Gown chapter has received countless awards, including the prestigious Ruth Weimer Mount Chapter Excellence Award in 2003, given to Mortar Board's top chapter. This sought-after award requires that chapters practice timeliness, have exceptional campus visibility and maintain excellence while exemplifying the ideals of Mortar Board. Named in honor of former National President Ruth Weimer Mount, this award cannot be given to the same chapter twice within a five-year period.

Also in 2003, Dr. Smith's amazing skills were recognized with the notable Excellence in Advising Award at the Mortar Board National Conference. Her undying support and devotion to the Cap & Gown chapter has made her an asset to both the local group and to Mortar Board nationally.