

*Big
Dipper*
Leadership Handbook



*Blue Star Mothers of America, Inc.
Auxiliary*

***Educational Assistance
Fun Group***

Officers Responsibilities

Elected Officers

Madam President

1. It shall be your duty to compile a list of officers and appoint an Educational Assistance Committee (EAC) and its chairman. This list is to be sent to the BSMA_National President (Big Dipper Department Presidents shall send additional copies to the National Big Dipper President and their BSMA Department President) and also included in your letter to all BSMA members soon after your election to office (*Department Big Dipper Presidents may send out such a letter to all BSMA members in their state*).
2. You are responsible for completing the Affiliation Agreement with all officer signatures.
3. You will file an EIN Report, Website contact form, Officer Form and annual report (the last filed at the end of your year) on the National website and seeing that each Department files theirs. You are responsible to see that all compliant requirements are met on both the Department and the National Big Dipper levels.
4. You and the Financial Secretary shall get Big Dipper Membership cards signed to give out to membership applicants at convention, as well as a supply to forward to the Big Dipper Vice President so they may be available for each member. You will see that there is an adequate supply of unsigned cards at convention for the new board.
5. You shall work with the Convention Planning Chair/Committee to get the date and time of the Big Dipper Annual Meeting and Fun Night on the BSMA agenda and schedule adequate time for both at the coming Convention.
6. You will act as chair for the Fun Night planning committee for the Convention.
7. You will see that all Josephine Calenda Fund applications received by you 30 days prior to convention are sent on to your EAC for review according to the prepared Rubric (which you will provide). You will make sure this review takes place before convention. You will see that the EAC has its report ready to present at the Annual Big Dipper Meeting at convention.
8. You will present a report of activities to the Big Dipper convention body at the annual Big Dipper Meeting and file this report with the BSMA National Recording Secretary, retaining a copy to be sent to the Big Dipper Historian as a part of the permanent record to be passed on to her successor.
9. You are to prepare and present information about Big Dipper to the BSMA National Convention Body at your allotted time.
10. You are to perform all other actions that are necessary to accomplish the duties of your office.

Vice President

1. Shall encourage membership in Big Dipper by our Blue Star sisters.
2. You will receive signed Big Dipper Membership Cards from the Financial Secretary. You are to supply those signed cards, along with information on Big

Dipper to the Chapter Membership Chair of each BSMA chapter, who will fill them out and give them to new Big Dipper Members on receipt of dues and properly filled out Big Dipper application.

3. You will preside in the absence of the President and should be prepared to assume those duties when called upon.
4. Perform other duties if required.

Madam Recording Secretary

1. You will record the minutes of all meetings.
2. You will send a written or electronic copy of all approved minutes to all board members and to the BSMA National President at president@bluestarmothers.org
3. Create and send all the communications requested by the Big Dipper President.
4. You will retain all Educational Assistance Applications and worksheets used by the EAC and pass them to your successor.

Financial Secretary

1. You will deposit all monies received.
2. You must keep an accurate record of all incoming monies.
3. You will be responsible to send invoices, bills received and a record of your deposits to the Treasurer and to the Big Dipper Board.
4. You shall make sure Big Dipper Memberships cards are signed by yourself and the Big Dipper President to be handed out to new members at convention. Then see that the Big Dipper Vice President has a supply of signed membership cards to send to each BSMA Chapter membership Chair. Lastly you are to prepare unsigned membership cards to give to your successor at Convention at the end of your term.
5. You will process all membership applications and keep an excel spread sheet roster of current members, their contact information, chapter name and number and get a copy to the Vice President and Recording Secretary.
6. You are responsible to submit a membership roster to the BSMA 1st VP following your election and submit a monthly roster of all additional new members if necessary.
7. You will submit a membership roster 30 days prior to convention to be sure all are BSMA members in good standing with voting rights for Annual Convention.
8. You will send in all financial reports (IRS Form 990 or 990 EZ, Financials – which includes a bank statement from the end of August, a Profit & Loss statement and a bank reconciliation statement and balance sheet) to compliance@bluestarmothers.org within 45 days after the end of convention (*dates in correlation to National BSMA governing documents*). This is to be done by the outgoing Financial Secretary. You must keep a copy of each for your records to be passed on to your successor.
9. Financial records, including financial rules/policies (our own or National's put in place at the beginning of the year), approval for payment (found in meetings

minutes or submitted and approved reimbursement requests), roster of members, and a detailed line-item financial report must be sent to the National Finance Committee by April 15th (*dates in correlation to National BSMA governing documents*). You must keep a copy of each for your records to be passed on to your successor.

9. You will provide the second signature on all out going checks. Then forward the payment to recipient in the addressed envelope provided by the Big Dipper Treasurer.
10. You will have charge of all supplies (keeping an adequate supply of Big Dipper guard pins) and dispense the same.
11. A detailed financial statement shall be presented to the Big Dipper convention body at the end of your year, with a copy retained for a permanent record and passed to your successor.

Treasurer

1. You will maintain the checkbook; keep a record of all outgoing monies, matching all invoices and bills you receive from the Financial Secretary with the outgoing funds.
2. You shall pay all bills when authorized by the Big Dipper President, writing out the checks, signing them and sending them to the Financial Secretary for her signature along with the addressed stamped envelopes and any necessary correspondence.
3. You will work closely with the Big Dipper Financial Secretary to provide the Big Dipper Board with a monthly Treasurer's Report. (This report must be seen by all board members, then if there is no objection, filed for audit.)
4. You will work closely with the Big Dipper Financial Secretary and Big Dipper Board to prepare an annual budget at the beginning of your year to be used as a financial guide throughout the year. That annual budget must also be submitted to the National Financial Committee prior to the April 15 deadline (*dates in correlation to National BSMA governing documents*).

Appointed Officers

Madam Sgt. At Arms

1. It shall be your duty to properly prepare the room for meetings.
2. You shall assist in the obligation of members.
3. You will introduce visitors.
4. You will aid the President in controlling the meetings.
5. You shall assist the president when needed.

Madam Chaplain

1. You will be required to lead the devotions and invoke God's blessings at all meetings
2. You will be required to obligate new members.

Patriotic Instructor

1. You will display the flag of our country.
2. You will post the flag and retire it at each meeting.
3. You will lead in the Pledge of Allegiance.

Madam Historian

1. You shall compile a report; both written and pictorial, of the leading accomplishments of the Big Dipper that are of general interest to its members during your term of office. You shall include a copy of the President's report of the year's activities given to the Big Dipper Convention body. These reports are to be passed to your successor and retained as a permanent record.
2. You will post and retire the Blue Star Banner at each meeting.
3. You will lead the Big Dipper Preamble.
4. Collect, prepare and submit pictures for the BSMA annual yearbook to the National Second Vice President secondvp@bluestarmothers.org Include a photo of the Big Dipper Board taken at the time of the board's election, as well as photos from Fun Night (same year). Photos must be submitted by the deadline set by of BMSA National 2nd Vice President of each year.

Madam Parliamentarian

1. It shall be your duty to act as advisor to the President.
2. Aid the President in controlling the meetings.
3. You may give opinion according to Robert's Rules of Order, but the final decision is up to the President.

Educational Assistance Committee

1. The EAC has 3 members who have electronic capability appointed by the Big Dipper National/Department President.
2. One member will be appointed Chairman of the committee by the Big Dipper National/Department President.
3. Each member of the EAC will be sent copies of the applications 30 days prior to your upcoming convention (Department/National).
4. Each member of the EAC will complete an objective evaluation worksheet provided by the Big Dipper Department/National President for each application based on the information provided on the application form and its accompanied documents.
5. The Chairman of the EAC will compile the completed worksheets and using the points received; determine the recipients according to percentages of available funds in the Josephine Calenda Fund. She will then prepare a report of the recipient(s) to be announced by her at the Annual Convention Big Dipper Meeting.
6. Not all applicants may receive funds.
7. The Recording Secretary will retain all Educational Assistance Applications and worksheets used by the EAC.

The Leadership Handbook was created
by the revision committee and voted in
at San Francisco, California
Aug16, 2013

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Big Dipper

Marianna Sherman, Past Department President
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Ann Cordero
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