

MALTA Training 2024-25 year Department of KS School of Instruction / Mid-Summer



Goals for today's Training

#1 How to activate an account.

#2 Duties of President, Secretary and Treasurer on all Levels.

#3 What a regular member can do, how to make a donation by yourself and through your Auxiliary as a Treasurer.

#4 Review where the Youtube Videos are for later reference.

- ★ What does MALTA Stand for?
Membership Auxiliary Leadership Technology Access
- ★ Activate Account for First time Login
Who here has a MALTA Account?
Who here has not activated their MALTA account?
Is anyone willing to Activate their Account today?
- ★ Member Resources, National Program Information, Miscellaneous Resources & Nat'l Convention.
- ★ Home Page, Profile, (Duties), Events, Make Gift, Reports, Member Resources, Cancer Grants. Duties tab is only available for the President, Secretary and Treasurer.
These are the links that you will have access to once you activate your MALTA Account.
- ★ If you are one of these 3 officers you have access to view your Membership List and update your membership contact list.
Please keep it updated on regular basis.
- ★ Just a guideline – If you hold an office everything you do will be completed under the Duties tab. If you are a Member it will be out of the regular tabs.

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- ★ **Duties** – if you have multiple offices, for instance, you hold an Office at your Local Auxiliary and you are also a District or Department Officer, these will show up in your Duties Tab.
Please be sure that you are under the correct office before you continue.

- ★ **Q&A's** What do you want to know about MALTA?
 - Question: Who can purchase your Auxiliary/Dist/Dept Bond?
Answer: Treasurer
 - Question: How much should your Auxiliary be bonded for?
Answer: Double the amount in all of your Banking Accounts
 - Question: Who can print the Bond once it has been purchased?
Answer: President, Secretary & Treasurer
 - Question: Who can Manage Delegates?
Answer: Secretary
 - Question: What can a Member do on MALTA?
Answer: They can Pay their Dues, they can convert to a Life Member, they can register for National Events, they can view their Card or order a new replacement card.
 - Question: Who can Make a Gift on behalf of the Auxiliary?
Answer: Treasurer
 - Question: Who can see Receipts, Withdrawals & Deposits?
Answer: President & Treasurer
 - Question: Can anyone Make a Gift to the National Programs, on behalf of the Auxiliary?
Answer: The Treasurer is the only one who can make a Gift on behalf of your Auxiliary but any member can make a Gift if you wish to do so.

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- ★ Auxiliary President:
View/Edit Members, Reports, Receipts, Officers / Installations, Print Bond,
- ★ Address Labels, Phone & Email List, Withdrawals / Deposits from National, Officer Contact Info, Officer Resources
- ★ Auxiliary Secretary:
- ★ View Members, Reports, Officer/Installations, Print Bond & Manage Delegates
- ★ Address Labels, Phone & Email List, Print Member Cards
- ★ Auxiliary Meeting Info, Auxiliary Mailing Address, Officer Contact Info, Manage Social Media, Officer Resources – Under Officer Resources you will find the
Cancellations – Surrender/Forfeiture of Charter,
National Forms, Sample Scripts and Misc,
Installation Reports
- ★ Auxiliary Treasurer:
How to Print Annual Dues Notices for Treasurers, & Print Return Address Labels, How to Process Annual Dues
- ★ View Reports, Receipts, Withdrawals / Deposits form National
- ★ How to Make A Gift for a National Program
- ★ How to Purchase/Print Auxiliary/District/Department Bond
- ★ Bookkeeping
- ★ View Members, Convert to Life, Address Labels, Phone & Email List, Order/Print Member Cards, Event Registration
- ★ Edit Dues Amount, Bank Account, Officers/Installation Reports, Officer Contact Info, Treasurer Resources, Charter

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- ★ District Presidents, Secretaries & Treasurers:
You have access to the general same items as Auxiliary Officers, except you can not Edit Members when you click View Members. You can see all Members within your District and you can search by Auxiliary.
- ★ You can click on the Total Auxiliaries # and it will show their Auxiliary Number EIN/Federal Tax ID # Institution Date & Install Status. It will show you which Auxiliaries are Missing their Installations/Officers & Bond Status. You can also click on their Auxiliary # and it will show their Bond Certificate.
District President, Secretary & Treasurers are able to view this info. Institution Date & Address of the District which is the Treasurers address.