

## **NCCEA Officer Position Description**

### **PRESIDENT**

**Reports To:** NCCEA Board of Directors and Membership at Large

**Overall Responsibility:** Serves as the presiding officer of the association and exercises all duties and responsibilities commonly associated with this office except as limited by the NCCEA bylaws. The President represents the association in all matters. All actions of the President are the actions of the organization as a whole. All addition to specific responsibilities and qualifications noted in the Board of Directors member position description, additional responsibilities and requirements specific to this office are noted below.

#### **Specific Responsibilities:**

1. Calls all meetings of the members and the Board of Directors.
2. Establishes the agenda for, and presides at all meetings of the Board of Directors.
3. Appoints members to special committees, commissions, taskforces, and working groups.
4. Calls and presides over the annual business meeting of the membership.
5. Participates in the development and implementation of short-term and long-term strategic planning for the association.
6. Serves as a principal spokesperson for the organization.
7. Serves as an NCCEA representative at any section meetings and/or other relevant association or external organization meetings.
8. Serves as an ex-officio member of NCCEA committees (excluding nominations committee).

#### **Selection Criteria/Terms of Office:**

##### **Selection:**

The President is elected by the membership at large.

##### **Terms of Office:**

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Candidates for election must be voting NCCEA members.
- Evidence of leadership (e.g., in a Department, College or University, or in a non-NCCEA organization).

## **NCCEA Officer Position Description**

### **VICE PRESIDENT/PRESIDENT-ELECT**

**Reports To:** President

**Overall Responsibility:** Assumes duties in the event of absence, death, resignation, or incapacity of the President. Exercises all duties and responsibilities commonly associated with this office. In addition to specific responsibilities noted in the Board of Directors member job description, additional responsibilities specific to this office are noted below.

#### **Specific Responsibilities:**

1. Serves as Chairman of the Conference Program Planning Committee.
2. Represents NCCEA at the President's request.
3. In the absence of the President, fulfills those duties as noted in the President's job description.
4. Carries out such other duties as may be assigned by the President or by the Board of Directors.
5. Serves as an ex-officio member of NCCEA committee (excluding nominations committee) .

#### **Selection Criteria/Terms of Office:**

##### **Selection:**

The President-Elect is elected by the membership at large.

##### **Terms of Office:**

- Serves three (3) years, VP/President-Elect, President; Past President.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Candidates for election must be voting NCCEA members.
- Evidence of leadership (e.g., in a Department, College or University, or in a non-NCCEA organization) .

## **NCCEA Officer Position Description**

### **SECRETARY**

**Reports To:** President

**Overall Responsibilities:** The secretary is the corporate secretary and as such exercises all duties and responsibilities commonly associated with this office. In addition to the responsibilities noted in the Board of Directors member job description, additional responsibilities specific to this office are noted below.

#### **Specific Responsibilities:**

1. Responsible for minutes of all meetings.
2. Attends all scheduled meetings.
3. Responsible for all official NCCEA documents.
4. Certifies results of all Association-wide elections.
5. Represents NCCEA at the President's request.
6. Carries out such other duties as may be assigned by the President or by the Board of Directors.
7. Serves on other committees as appointed.

#### **Selection Criteria/Term of Office:**

##### **Selection:**

The Secretary is elected by the membership at large.

##### **Terms of Office:**

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Candidates for election must be voting NCCEA members.
- Evidence of leadership (e.g., in a department, College or University, or in a non-NCCEA organization).

## **NCCEA Officer Position Description**

### **TREASURER**

**Reports TO:** President

**Overall Responsibilities:** The treasurer monitors the financial condition of the organization and oversees the financial administration of NCCEA including receipts, disbursements, investments and performance against budget.

#### **Specific Responsibilities:**

1. Understand financial accounting for nonprofit organizations.
2. Record and maintain accurate records of all financial business of the association.
3. Present annual estimated expenditures for review and approval by the Board of Directors and membership.
4. Prepare quarterly and annual financial reports and submit to the Board of Directors for approval.
5. Manage the board's review of and action related to the board's financial responsibilities.
6. Present the annual budget to the board for approval.
7. Review the annual audit and answer board members' questions about the audit.
8. Attend all board meetings.

#### **Selection Criteria/Terms of Office:**

##### **Selection:**

Treasurer is elected by the membership at large.

##### **Terms of Office:**

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Candidates for election must be voting NCCEA members.
- Evidence of leadership (e.g., in a department, College or University, or in a non-NCCEA organization).

## **NCCEA Officer Position Description**

### **DIRECTORS AT LARGE (2)**

**Reports To:** President

**Overall Responsibility:** A member of the NCCEA Board of Directors helps to set the vision and strategic direction of the association, safeguard the organization's assets, and ensure the fiscal, legal and ethical integrity of the association. Directors at large also translate the shared values and interests of the members into organizational plans and programs, determine desired organizational outcomes, and assess progress in achieving those outcomes. (All authority contained in this job description should be understood to be those as part of the Board of Directors as a unit and no individual authority is inferred.)

#### **Specific Responsibilities:**

1. Maintain knowledge of NCCEA bylaws, structure, activities, and processes.
2. Support the President and President Elect.
3. Maintain a personal commitment to NCCEA goals and objectives.

#### **Selection Criteria/Terms of Office:**

##### **Selection:**

Directors at Large are elected by the membership at large.

##### **Terms of Office:**

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Candidates for election must be voting NCCEA members.
- Evidence of leadership (e.g., in a department, College or University, or in a non-NCCEA organization).

## **NCCEA Officer Position Description**

### **PAST PRESIDENT/NOMINATIONS COMMITTEE CHAIR**

**Reports To:** President and Board of Directors

**Overall Responsibility:** The Chairperson serves as an active advisor and resource for the current Board of Directors. At the annual conference, the Chairperson presents a proposed slate of officers to the membership at large.

#### **Specific Responsibilities:**

1. Solicit officer nominations from the NCCEA membership.
2. Ensure all necessary information is collected on candidates (including proof that the nominee has agreed to run and, should he/she win, accept the position.)
3. Organize background information to give to the membership at large regarding nomination candidates for NCCEA elections.
4. Poll membership interest in serving on standing committees.
5. Revise nomination forms/process as required.
6. Support the President in recruiting new members and other duties as requested.

#### **Selection Criteria/Terms of Office:**

##### **Selection:**

Past President of the Association serves as Chairperson – this is not an elected office position.

##### **Terms of Office:**

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Candidates for election must be voting NCCEA members.
- Evidence of leadership (e.g., in a department, College or University, or in a non-NCCEA organization).