

## **NCCEA Committee Position Description**

### **COMMITTEE CHAIR (ANY NCCEA COMMITTEE CHAIR)**

**Reports To:** President

**Overall Responsibility:** Oversee the committee that they agree to chair.

#### **Specific Responsibilities:**

1. Oversee the committee. Call Committee meetings.
2. Revise/design committee forms as required.
3. Work on committee responsibilities during the calendar year.
4. Report committee activity to the President/VP/Board.
5. Follow guidelines in committee job description.
6. Define committee responsibilities as requires.

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

##### **Selection:**

Chair appointed by the President. Committee appointed by the chair.

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

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Must be voting NCCEA member.

## **NCCEA Committee Position Description**

### **AWARDS COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Review the nominations submitted by the membership at large and select the recipient of the awards.

**Specific Responsibilities:**

1. Update the nomination process for the Jon A. Young and William D. Weston Awards.
2. Establish an employer award.
3. Send the nomination information out to NCCEA members.
4. Review nominations and select recipients of awards.
5. Purchase award plaques.

**Selection Criteria/Terms of Office:**

**Selection:**

Chair appointed by the President. Committee appointed by the chair.

**Terms of Office:**

- Serves one (1) year.

**Requirements:**

- Dues paid member of NCCEA. (A committee member will abstain from voting if a recipient is from their college/university/business).

**Qualifications:**

- Must be voting NCCEA member.

## **NCCEA Committee Position Description**

### **CONSTITUTION (BY-LAW) COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Reviews constitution and alters, amends upon recommendation of Board of Directors and major vote of membership.

**Specific Responsibilities:**

1. Suggests revisions to the constitution to the Board.
2. Send out any revisions to the constitution per Board instructions, to the voting membership 30 days in advance of the annual meeting.
3. Ensures constitution is on the NCCEA website.

**Selection Criteria/Terms of Office:**

**Selection:**

Chair appointed by the President. Committee appointed by the chair.

**Terms of Office:**

- Serves one (1) year.

**Requirements:**

- Dues paid member of NCCEA.

**Qualifications:**

- Must be voting NCCEA member.

## **NCCEA Committee Position Description**

### **HISTORICAL COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Responsible for recording the historical events of the association.

#### **Specific Responsibilities:**

1. Provide photographs of events/conference.
2. At the end of each year, gather materials appropriate for the Historian's file and retain the Minutes, year-end Financial Statements, newsletters, Directory and Annual Conference program.
3. Provide the Technology/Publicity Committee with information to be submitted on the website and in the NCCEA Handbook/Membership Directory.
4. Submit pictures to the NCCEA website.

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

##### **Selection:**

Chair appointed by the President. Committee appointed by the chair.

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

- Chair serves two (2) years.
- Members serve one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Must be voting NCCEA member.
- Chair, ability to serve a two-year term.

## **NCCEA Committee Position Description**

### **MEMBERSHIP COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Responsible for association's membership and designing the annual NCCEA Handbook/Membership Directory.

**Specific Responsibilities:**

1. Conduct annual membership drive.
2. Maintain records of organization's membership.
3. Prepare NCCEA Handbook/Membership Directory for the annual meeting.
4. Submit NCCEA Handbook/Membership Directory to the Technology/Publicity Committee for submission to the web site.
5. Works closely with the Treasurer.

**Selection Criteria/Terms of Office:**

**Selection:**

Chair appointed by the President. Committee appointed by the chair.

**Terms of Office:**

- Chair serves two (2) years.
- Members serve one (1) year.

**Requirements:**

- Dues paid member of NCCEA.

**Qualifications:**

- Must be voting NCCEA member.
- Chair, ability to serve a two-year term.

## **NCCEA Committee Position Description**

### **NOMINATION COMMITTEE – NCCEA OFFICERS**

**Reports To:** President

**Overall Responsibility:** Recruit members to serve on the NCCEA Board. Present a slate of nominees at the annual business meeting.

#### **Specific Responsibilities:**

1. Solicit nominations for the NCCEA membership.
2. Organize information regarding candidates that have been nominated for any NCCEA elected position.
3. Ensure all necessary information is collected on candidates (including proof that the nominee has agreed to run and should she/he win, accept the position, bio's).
4. Design office voting ballot.
5. Distribute candidate bio's and ballots at the annual business meeting.
6. Collect and count the ballots.
7. Present new officers at the annual business meeting.
8. Purchase plaque for outgoing President.
9. Meet in person or electronically to discuss nominations.
10. Utilize the specific guidelines established by the Board of Directors when making recommendations.
11. Make recommendations to the Board of Directors regarding the candidates for each position.

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

##### **Selection:**

Past President will chair this committee. Incoming President will appoint two members.

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

- Serves one (1) year.

##### **Requirements:**

- Dues paid member of NCCEA.

##### **Qualifications:**

- Must be voting NCCEA member.

## **NCCEA Committee Position Description**

### **PROGRAM COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Plan the program for the annual NCCEA conference with the leadership of the VP/President Elect.

**Specific Responsibilities:**

1. Plan all aspects of the annual conference.

**Selection Criteria/Terms of Office:**

**Selection:**

Chair appointed by the President. Committee appointed by the chair.

**Terms of Office:**

- Serves one (1) year.

**Requirements:**

- Dues paid member of NCCEA.

**Qualifications:**

- Must be voting NCCEA member.

## **NCCEA Committee Position Description**

### **RESOURCE DEVELOPMENT COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Solicit contributions from employers to support NCCEA and its annual conference.

**Specific Responsibilities:**

1. Solicit contributions from employers to support NCCEA and its annual conference.

**Selection Criteria/Terms of Office:**

**Selection:**

Chair appointed by the President. Committee appointed by the chair.

**Terms of Office:**

- Serves one (1) year.

**Requirements:**

- Dues paid member of NCCEA.

**Qualifications:**

- Must be voting NCCEA member.



## **NCCEA Committee Position Description**

### **TECHNOLOGY/PUBLICITY COMMITTEE**

**Reports To:** President

**Overall Responsibility:** Promote NCCEA in a variety of ways.

**Specific Responsibilities:**

1. Provide services to the Chairman of the Conference Program Planning Committee.
2. Create and distribute NCCEA Newsletter.
3. Provide information to the web site administrator and ensure that the information is published on the NCCEA web site in a timely manner.
4. Provide information regarding events to all members via email, web site, etc.
5. Promote NCCEA at state and national conferences.

**Selection Criteria/Terms of Office:**

**Selection:**

Chair appointed by the President. Committee appointed by the chair.

**Terms of Office:**

- Serves one (1) year.

**Requirements:**

- Dues paid member of NCCEA.

**Qualifications:**

- Must be voting NCCEA member.