



## **NCSEA Officer & Director Responsibilities**

### **President (1 year term)**

- Presides at all meetings of the Board of Directors and Executive Committee
- Sets agenda for the Board and Executive Committee Meetings
- Serves on the Executive Committee
- With advise of President-Elect and liaison staff, appoints committee chairs and confirms committee members
- Serves as ex-officio member of all committees except Nominating and Audit Committees
- Elected by the NCSEA Board of Directors

### **President-Elect (1 year term)**

- In the absence or disability of the President, the President-Elect performs all duties of the President
- Serves on the Executive Committee
- Other functions as determined by the Board of Directors or assigned by the President
- Serves as Chair of Audit Committee
- Elected by the NCSEA Board of Directors

### **Treasurer (2 year term)**

- Oversees NCSEA's financial operations and position
- Reports on the financial condition of NCSEA at meeting of the Board of Directors and the Executive Committee and at other times when called on by the President
- Chairs the Finance Committee
- In conjunction with the Finance Committee, helps to formulate goals and ideas for the financial benefit of NCSEA
- Reviews financial viability of the organization along with the Finance Committee to strengthen the association's current and future financial position
- In partnership with the Executive Director and appropriate committee chairs and other staff, develops and recommends an annual budget
- Serves on the Executive Committee
- Elected by the NCSEA Board of Directors

### **Secretary (1 year term)**

- Takes and submits minutes of the Executive Committee and Board of Director meetings
- Serves as a member of the Executive Committee



- Other functions as determined by the Board of Directors or assigned by the President
- Performs official duties of the President in the event that both President and President-Elect are absent or unable to perform those duties
- Elected by the NCSEA Board of Directors

#### **Director for International Reciprocity (1 year term)**

- Responsible for liaison activity with agencies in foreign nations expressing an interest in reciprocal enforcement of support with the states and jurisdiction of the United States
- Provides whatever assistance is appropriate to help establish international reciprocal enforcement of support as directed by the Board of Directors
- Elected by the NCSEA Board of Directors

#### **International Commissioner (3 year term)**

- Is a representative of the international committee and shall not be a resident or citizen of the United States of American, its territories or possessions
- Works with membership committee to develop strategies for recruitment and retention of international members
- Works with professional development committee to provide input and advice into NCSEA conferences and educational offerings to increase international participation
- Elected by the NCSEA Board of Directors

#### **Director (3 year term)**

- Subject to the limits set by the by-laws, has oversight for the affairs of NCSEA
- Lead by example and is representative of NCSEA's membership
- Serves as active liaison or chair of assigned committee
- Provides oversight on NCSEA's future direction in meeting the strategic goals of the organization and its membership growth
- Is familiar with the issues before the Board
- Seeks and respects the opinions of fellow Board members and NCSEA officers
- Works to develop consensus
- Participates actively in Board meetings (regular and special) and the governance of the association through formulation, review and execution oversight of the business decisions guiding the overall direction of NCSEA
- Represents the best interests of the membership and the organization in board discussions
- Identifies and recruits new members on a regular basis
- Has such duties as outlined by by-laws and other governing documents
  - Adopting resolutions and policy statements representing the position of NCSEA
  - Adopting operating policies for Board
  - Adopting recommended amendments to the by-laws for voting by the membership
  - Adopting the annual budget
- Elected by the NCSEA membership

