



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 advice 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 as President-elect for a three year commitment (President-elect, President, Immediate Past President).

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 Directors 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 (3 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 membership.

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 America, 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 bylaws, 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 committees.
- Provides oversight on NCSEA's future direction in meeting the strategic goals of the organization and its membership growth.
- Take an active role in the governance of the association through formulation, review and execution oversight of the business decisions guiding the overall direction of NCSEA.
- Is familiar with the issues before the Board prepares for Board meetings including review of relevant documents and materials.



- Seeks and respects the opinions of fellow Board members and NCSEA officers
- Works to develop consensus.
- Actively participates in Board-related activities, including in-person Board meetings, Board conference calls and virtual meetings.
- Abide by requirements of the bylaws regarding attendance at Board meetings.
- Represents the best interests of the membership and the organization in board discussions.
- Identifies and recruits new members.
- Serves as the guardian of the Association's assets to make certain that the Association fulfills its mission.
- Uphold fiduciary duties of care, loyalty and obedience to both the Association and decisions rendered by its Board.
- Supports and works with the Executive Director to ensure a vibrant and effective NCSEA.
- Elected by the NCSEA membership.

