# 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 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 and Awards 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 if both President and President-Elect are absent or unable to perform those duties.
- 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.