**Expectations, Roles and Responsibilities for NCCA Board Members** Rev. 8/21/15

Approved and adopted by NCCA board 8/21/2015

**General Board Responsibilities**

1. Determine and advance the organization's vision, mission and purposes.
2. Select the chief paid executive (not staff) as well as CPA and attorney.
3. Support the CEO and assess performance in the organization based on articulated goals and outcomes (i.e. budget, goal achievements, etc.)
4. Conduct organizational planning. By contrast, operations are delegated to the CEO.
5. Ensure adequate resources (funds, time, volunteers, staff, etc.)
6. Provide financial oversight. Board should not direct staff other than CEO. The board has only one employee. All remaining employees are employed and supervised by the CEO.
7. Promote the organization.
8. Ensure legal and ethical integrity and maintain accountability.
9. Recruit and orient new board members, and assess board performance.
10. **Speak with One Voice**- respectfully debate and discuss at meetings but once a vote is taken and a decision is made, support the board so that the membership perceives “one voice” from all board members.

Note: a general organizational principle is that “volunteers oversee volunteers” and “staff oversees staff”. This process is coordinated by the relationship of the president (oversees all volunteers) and the CEO (oversees staff).

**Board Member Expectations:**

1. As a member of the board you must represent the best interests of the membership at large. You must subordinate your personal preferences to the greater good of the members of the NCCA.
2. Attendance is expected at these meetings for all board members. Note that attendance for the FULL meeting is expected whenever possible:
   1. Leadership Institute
   2. January Board Retreat (NCCA covers cost of hotel and food)
   3. Attend Board meetings- involves travel and being out of office
   4. Participate in Conference Calls- often at night, some weekend or lunch
   5. Attend district meetings in your district (and others if possible)
   6. Other events that board members are expected to attend:
      1. Spring Conference and Fall Convention  
         Note: board members receive reduced registration per NCCA policy
      2. Legislative Day in Raleigh
      3. Officers meet with HNS 3-4 times per year
      4. Special PAC Events
      5. Other Special Events
3. Review and become familiar with the NCCA bylaws. Officer and director duties are described in the bylaws.
4. Additional Expectations
   1. Member Recruitment- phone calls, visits, etc.
   2. Frequent Emails- must stay current and communicate well
   3. Phone calls to new members
   4. Agree to fund your travel, meals (unless otherwise provided at board meetings), hotel, and other expenses.
5. Officers

(Past-President, President, Sr. VP, VP, Secretary, Treasurer)

* 1. Communicate with, resource, and report on your organizational downline
  2. The president is the primary link to the CEO and stays in regular communication with other board members.

1. District Presidents
   * 1. hold at least quarterly meetings and oversee meetings of Regional VP

NOTE: It is critically important to follow communications protocol with the NCCA staff in order to maximize communication to the district members and meeting attendance

* + 1. Obtain meeting sponsors with assistance of NCCA staff
    2. Obtain speakers with assistance of NCCA staff

Please read:

1. <http://www.carvergovernance.com/pg-np.htm>
2. NCCA Conflict of Interest Policy
3. NCCA Code of Ethics