

# **NCBEA Administrative Board Duties**

## **DUTIES OF THE PRESIDENT**

Immediately upon taking office, the President shall:

1. Read and review the Policies and Procedures Handbook.
2. Appoint all standing committees and chairs as directed in the policies approved by the NCBEA Administrative Board.
3. When applicable, appoint the editor of the NCBEA newsletter for a three-year term.
4. When applicable, appoint the Webmaster for a three-year term.
5. Compile an orientation packet for new board members. Distribute the new member packet and conduct a phone orientation with each new member regarding his/her responsibilities.
6. Prepare and publish an NCBEA Directory to include names, home and work addresses, home and work e-mail addresses, and home and work fax numbers of the NCBEA Administrative Board members.

The President's committee responsibilities will be to:

1. Serve as co-chair of the Program of Work Committee
2. Serve as a member of the Budget Committee
3. Serve as a member of the Publication Committee
4. Serve as chair of the Strategic Planning Committee and implement the Strategic Plan
5. Serve as an ex-officio member of all other committees of NCBEA

The President shall be responsible for the following ongoing activities:

1. Preside at NCBEA Executive Committee, Administrative Board, and Annual Business meetings.
2. Schedule additional NCBEA Executive Committee and Administrative Board meetings as needed.
3. Monitor all activities included in the Program of Work
4. Work with the chair of the Awards Committee to establish timelines to be followed in selecting award recipients.
5. Monitor that Articles of Incorporation have been updated.
6. Serve as a liaison between and among member state associations, the members of the NCBEA Administrative Board, the members of the NBEA Executive Board, and the NBEA Executive Director.
7. Represent NCBEA at professional business education meetings.
8. Accept speaking engagements on behalf of NCBEA when requested.
9. When feasible, attend other regional association conventions as NCBEA president. Be visible at as many of the functions as possible, including the regional association executive board meeting if invited.

10. Send congratulations to NBEA regional presidents on the occasion of their conventions whenever NCBEA cannot send an official representative.
11. Promote NCBEA and NBEA membership and attendance at conventions.
12. Send NCBEA greetings to the presidents of the eight member state associations on the occasion of their convention whenever a representative from the NCBEA Administrative Board cannot attend a state association convention.
13. Prepare appropriate articles for the NCBEA newsletter.
14. Complete other tasks as directed by the NCBEA Administrative Board.
15. Complete other tasks as directed by the NBEA President or the NBEA Executive Board
16. Maintain a file of materials pertaining to the activities of the office, including the various committee reports to the NCBEA Administrative Board, to be forwarded to the incoming president.

For the Fall Retreat and NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Preside over the NCBEA Administrative Board Retreat, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Prepare for a three- to four-hour board retreat.
3. Request agenda items for retreat and NCBEA Administrative Board meeting from NCBEA Administrative Board members.
4. Prepare agenda for the NCBEA Administrative Board meeting. Distribute this agenda to the members of the NCBEA Administrative Board at least two weeks prior to the meetings.
5. Prepare a Committee Action Plan and distribute two weeks prior to NCBEA Administrative Board meeting.
6. Prepare and present a President's Report to distribute at the NCBEA Administrative Board meeting.
7. Carry out the duties as defined in the *Handbook for Conventions*.
8. Prepare an agenda for the NCBEA Annual Business meeting to be distributed at the NCBEA Annual Business meeting.
9. Preside over the NCBEA Annual Business meeting.
10. In cooperation with the chair of the Awards Committee, notify the persons receiving the Distinguished Service Awards.
11. Arrange with Awards Chair to get a plaque for past president.
12. Present a President's Plaque to the Past President at NCBEA Awards event.
13. Work with the chair of the Nominating Committee on the annual NCBEA elections.
14. Appoint the appropriate State Membership Director as Convention Liaison for the convention slated 2 years from current date.
15. Coordinate with appropriate person who will secure the NCBEA banner and silent auction materials for the next convention.

16. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Fall NBEA board meeting the President shall:

1. Prepare a report for the NBEA Administrative Board following the guidelines from the NBEA Executive Director.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention as NCBEA president.
2. Participate in NCBEA/NBEA activities as requested by the NBEA Executive Director.
3. Prepare an NCBEA report for the NBEA board. Follow guidelines provided by the NBEA Executive Director.
4. Request agenda items and budget requests from all NCBEA Administrative Board members.
5. Prepare an agenda for the NCBEA Administrative Board meeting. Distribute this agenda to the members of the NCBEA Administrative Board at least two weeks prior to the meetings.
6. Prepare a Committee Action Plan and distribute two weeks prior to NCBEA Administrative Board meeting.
7. Prepare and present a president's report to distribute at the NCBEA Administrative Board meeting and Annual Business meeting.
8. Recognize outgoing board members with certificates.
9. Attend the NBEA State and Regional Membership Directors' breakfast and the NBEA membership meeting following the breakfast.
10. Attend and be introduced at NBEA Awards Luncheon.
11. Notify the State Membership Directors of the state associations that they will need to submit names of the individuals replacing them to the NCBEA Administrative Board for the beginning of the new fiscal period. The state rotation is as follows:

**State Membership Director Rotation Schedule (3-Year Term)**

Wisconsin, Missouri (2017, 2020, 2023, 2026, 2029, 2032)  
Minnesota, Ohio, Michigan (2018, 2021, 2024, 2027, 2030, 2033)  
Illinois, Indiana, Iowa (2019, 2022, 2025, 2028, 2031)

After the final board meeting and prior to June 30:

1. Meet with President Elect, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.

## **DUTIES OF THE PRESIDENT-ELECT**

Immediately upon taking office, the President-Elect shall:

1. Read and review the Policies and Procedures Handbook.

The President-Elect's committee responsibilities will be to:

1. Serve as co-chair of the Program of Work Committee.
2. Serve as vice chair of the Strategic Planning Committee.
3. Serve as a member of the Technology Committee.

The President-Elect shall be responsible for the following ongoing activities:

1. In the absence of the President, preside at the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, & Executive Committee meetings.
2. Serve as a member of the NCBEA Administrative Board.
3. Attend all meetings of the NCBEA Administrative Board.
4. Promote NCBEA and NBEA membership and attendance at conventions.
5. Represent NCBEA at professional business education meetings.
6. Accept speaking engagements on behalf of NCBEA when required.
7. Study the structure, functions, and operations of NCBEA in order to be prepared to assume the duties and responsibilities as president when the term of president begins.
8. Complete other tasks as directed by the president or the NCBEA Administrative Board.
9. Maintain a file of materials pertaining to the activities of the office to be forwarded to the incoming president-elect.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Develop a draft copy of a Program of Work for the period to be served as president. The president-elect presents the draft for discussion at the 1<sup>st</sup> (usually fall) board meeting of the year.
3. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA, the President-Elect shall:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting, and attend the NBEA Awards Luncheon.
2. Assist the President as needed.
3. Present the Program of Work as modified at the previous meeting for a vote of the NCBEA Administrative Board.

After the final board meeting and before June 30:

1. Meet with the incoming President Elect, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.

## **DUTIES OF THE PAST PRESIDENT**

Immediately upon taking office, the Past President shall:

1. Read and review the Policies and Procedures Handbook.
2. Write to the presidents of the eight states of NCBEA to thank them for their support during your year as president and to encourage the state associations to invite the current NCBEA president to their state convention and to provide some financial assistance for travel, accommodations, and registration.

The Past President's committee responsibilities will be to:

1. Serve as chair of the Nominating Committee
2. Serve as a member of the Budget Committee
3. Serve as a member of the Strategic Planning Committee
4. Serve as a member of the Legislative Committee
5. Serve as a member of the Bylaws Committee
6. Serve as a chair of the Awards Committee
7. Serve as a member of the Program of Work Committee

The Past President shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Serve in an advisory capacity to the president and the NCBEA Administrative Board.
4. Attend conventions of member state associations and the other regional associations whenever possible.
5. Promote NCBEA and NBEA membership and attendance at conventions.
6. Maintain a NCBEA Past Presidents' Directory.
7. Coordinate Past Presidents' Event at NBEA Conventions.
8. Represent NCBEA at professional business education meetings.
9. Accept speaking engagements on behalf of NCBEA when requested.
10. Review the Bylaws and Procedures and make recommendations to the NCBEA Administrative Board.
11. Update the NCBEA Policies and Procedures Handbook.
12. Complete other tasks as directed by the president and the NCBEA Administrative Board.
13. Maintain a file of materials pertaining to the activities of the office.
14. Initiate and coordinate the Awards process.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting and the NCBEA Awards event.
2. Review the policies of the Association.
3. Review the bylaws of the Association.
4. Prepare a Nomination Committee report for the NCBEA Administrative Board meeting and the NCBEA Annual Business meeting
5. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.
6. Provide an updated past presidents' list and information gathered when collecting event RSVPs and while at event.
7. Solicit funds for the NCBEA Past Presidents' First-Time Attendee to NCBEA Stipend.
8. Coordinate Past Presidents' Stipend Applications
  - a. Distribute via newsletter, web site, past presidents' network, and State Membership Directors.
  - b. Obtain fund information from treasurer. Determine number of stipends to be awarded.
  - c. Determine award winners.
  - d. Coordinate presentation of stipend with NCBEA President and host state liaison.
  - e. Request check from NCBEA Treasurer and present stipend winners with check. Prepare script to be used for presentation.
  - f. Prepare newsletter article with names and picture of winners.
  - g. Report back to past presidents.
9. Prepare an Awards Committee report for the NCBEA Administrative Board meeting and the NCBEA Annual Business meeting.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Review the policies of the Association. When changes are necessary, request the President appoint an ad hoc committee to revise, update, publish, and distribute the approved changes and corrections as directed in the bylaws.
3. Review the bylaws of the Association. When changes are necessary, request the president appoint an ad hoc committee to revise, update, publish, and distribute the approved changes and corrections as directed in the bylaws.
4. Prepare an agenda in cooperation with the President for the Past Presidents' Event.
5. Coordinate NCBEA Past Presidents' Event with the NBEA Convention Director. Send invitation to attend to NCBEA Past Presidents and to the current NCBEA President.
6. Prepare an Awards Committee report for the NCBEA Administrative Board meeting.

After the last board meeting and before June 30, the Past President shall:

1. Meet with the incoming Past President, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.

## **DUTIES OF THE SECRETARY**

Immediately upon taking office, the Secretary shall:

1. Read and review the Policies and Procedures Handbook.

The Secretary shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Keep accurate minutes of the proceedings of all meetings of the Association and the NCBEA Administrative Board. The permanent record of the minutes should contain, as appendices, all written/electronic reports of officers and committee chairpersons.
4. Attend conventions of member state associations and the other four regional associations whenever possible (at individual's expense).
5. Promote NCBEA and NBEA membership and attendance at conventions.
6. Represent NCBEA at professional business education meetings.
7. Accept speaking engagements on behalf of NCBEA when requested.
8. Maintain copies in the archives of all proceedings as follows:
  - a. Retain all minutes from board meetings and annual meetings and retain records for the last two years.
  - b. Maintain all other records in archives. Mail records older than the previous two years to NBEA headquarters for storage.
9. Complete other tasks as directed by the president or NCBEA Administrative Board.
10. Maintain a file of materials pertaining to the activities of the office.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting and the NCBEA Awards event.
2. Distribute minutes of the meetings of the NCBEA Administrative Board to the members of the NCBEA Administrative Board within thirty days after the conclusion of the NCBEA Administrative Board meeting. These minutes need not include the appendices containing the written/electronic reports of officers and committee chairpersons, but they should include a list of the content of the appendices.
3. Distribute the minutes of the last NCBEA Annual Business meeting to the members attending the current business meeting.
4. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention, the NCBEA Administrative Board meeting, and attend the NBEA Awards Luncheon (recommended).

2. Distribute minutes of the meetings of the NCBEA Administrative Board to the members of the NCBEA Administrative Board within thirty days after the conclusion of the NCBEA Administrative Board meeting. These minutes need not include the appendices containing the written/electronic reports of officers and committee chairpersons, but they should include a list of the content of the appendices.

After the last board meeting and before June 30, the Secretary shall:

1. If applicable, meet with the incoming Secretary, discuss with him/her the duties of the office, and turn over file of materials accumulated during the term of office.

## **DUTIES OF THE TREASURER**

Immediately upon taking office, the Treasurer shall:

1. Read and review the Policies and Procedures Handbook.

The Treasurer's committee responsibilities will be to:

1. Serve as chair of the Budget Committee and serve as an ex-officio member of the Budget Committee for one year following the term of office.
2. Serve as a member of the Program of Work Committee.
3. Serve as a member of the Strategic Planning Committee.

The Treasurer shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Receive and have custody of all monies and other assets of the Association including incorporation documents.
4. Pay all expenditures approved by the NCBEA Administrative Board within two weeks of submission.
5. Keep accurate financial records that shall be open to inspection by members of the NCBEA Administrative Board.
6. Prepare and submit the appropriate reports to the Internal Revenue Service by the stated deadline dates.
7. Make recommendations to the NCBEA Administrative Board with regard to the financial management of the Association.
8. Attend conventions of member state associations and the other four regional associations whenever possible (at individual's expense).

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Submit a report of the receipts, expenditures, and the balance on hand.
3. Prepare a written/electronic financial report for the previous fiscal year and distribute it at the NCBEA Administrative Board meeting and NCBEA Annual Business meeting.
4. If having a silent auction, bring an item of the dollar amount specified by the- NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).

2. Prepare for adoption by the NCBEA Administrative Board a proposed budget that will cover the activities of the Association for the next administrative year. This proposed budget shall first be presented to and approved by the Budget Committee at the last meeting of the current year for the next fiscal year.
3. Submit a report of the receipts, expenditures, and the balance on hand.

After the last board meeting and before June 30, the Treasurer shall:

1. Arrange for an annual internal audit of the NCBEA financial records at the end of the fiscal year. The audit report shall be presented at the next NCBEA Administrative Board meeting. An external audit should be completed at the end of a treasurer's three-year term.
2. If applicable, meet with the incoming treasurer, discuss with him/her the duties of the office, and turn over file of materials accumulated during your term of office.
3. Work with incoming treasurer to close out existing account and set up new accounts as needed.
4. Send end-of-year fiscal report to NBEA.

## **DUTIES OF THE NCBEA DIRECTOR TO THE NBEA EXECUTIVE BOARD**

Immediately upon taking office, the NCBEA Director to the NBEA Executive Board shall:

1. Read and review the Policies and Procedures Handbook.

The NCBEA Director to the NBEA Executive Board's committee responsibilities will be to:

1. Serve on Marketing/Membership/Linkages Committee
2. Serve on the Bylaw and Standing Rules Committee
3. Serve on the Publications Committee

The NCBEA Director to the NBEA Executive Board's shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board
2. Attend all meetings of the NCBEA Administrative Board.
3. Serve as a member of the NBEA Executive Board.
4. Attend all meetings of the NBEA Executive Board.
5. Prepare newsletter articles detailing NBEA activities as directed in the Program of Work for each issue of the newsletter.
6. Actively seek to have NCBEA activities publicized in NBEA publications.
7. Represent NCBEA at professional business education meetings. Accept speaking engagements on behalf of NCBEA when requested.
8. Actively seek opportunities for NCBEA members to have visibility in NBEA activities such as convention responsibilities, committee assignments, committee chairs, publications, etc.
9. Complete other tasks as directed by the NBEA Board, NCBEA president, or NCBEA Administrative Board.
10. Maintain a file of materials pertaining to the activities of the office.
11. Serve as a member of the NBEA Membership Committee
  - a. Serve as a liaison between the Regional Membership Director and the NBEA Executive Board
  - b. Provide guidance, assistance, and support to the regional membership director and state membership directors
  - c. Share information from the membership committee and NBEA Executive Board with the regional and state membership directors
  - d. Obtain and review monthly membership initiative reports from the regional membership directors
  - e. Recruit new members to join NBEA
  - f. Encourage lapsed members to renew their NBEA membership

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, NCBEA Administrative Board meeting, NCBEA Annual Business meeting, and the NCBEA Awards event.
2. If applicable, prepare a written/electronic report of the NBEA Executive Board activities for the NCBEA Administrative Board meeting and Annual Business meeting.
3. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA and NBEA board meetings held at NBEA:

1. Attend the NBEA Convention, the NBEA Board meeting, the NCBEA Administrative Board meeting, and the NBEA Awards Luncheon.
2. Prepare a written/electronic report of the NBEA Executive Board activities for the NCBEA Administrative Board meeting.

After the last board meeting and before June 30, the NCBEA Director to the NBEA Executive Board shall:

1. If this is the NCBEA Director to the NBEA Executive Board's last year, meet with incoming NCBEA Director to the NBEA Executive Board and discuss materials accumulated during the year as well as the duties of the NCBEA Director to the NBEA Executive Board.

## DUTIES OF THE NCBEA REGIONAL MEMBERSHIP DIRECTOR

Immediately upon taking office, the Regional Membership Director shall:

1. Contact each of the State Membership Directors regarding their duties as State Membership Directors.
2. Work closely with the NCBEA Director to the NBEA Executive Board, who is a member of the NBEA Membership Committee, and the NBEA Membership Committee Chair regarding membership recruitment and retention activities.

The Regional Membership Director's committee responsibilities will be to:

1. Serve as chair of the Marketing/Linkages/Membership Committee.

The Regional Membership Director shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Promote NCBEA and NBEA membership and attendance at conventions.
4. Represent NCBEA at professional business education meetings.
5. Accept speaking engagements on behalf of NCBEA when requested.
6. Actively seek opportunities for NCBEA members to have visibility in NBEA activities, such as convention responsibilities, committee assignments, and committee chairs, publications, etc.
7. Prepare membership news and updates for the newsletter.
8. Serve as Membership Chair for the NCBEA region.
9. Complete other tasks as directed by the NCBEA president, ~~or~~ NCBEA Administrative Board, NCBEA Director to the NBEA Executive Board, or the NBEA Membership Committee Chair.
10. Maintain a file of materials pertaining to the activities of the office.
11. Regional Membership Director duties to be completed in collaboration with the NCBEA State Membership Directors and the NBEA Membership Committee:
  - a. Maintain current professional membership in NBEA. Renew membership before membership expiration date.
  - b. Communicate with state association leaders regarding appointments of state membership directors to ensure each state in the region is represented on the membership team by a state membership director.
  - c. Send communication to S/T/P (state/territories/provinces) membership directors within 48 hours of receipt of monthly reports from NBEA headquarters.
  - d. Ensure that Membership Director Data Sheets for each NCBEA S/T/P membership director in the region are completed and sent to NBEA headquarters.
  - e. Write welcome letters to new NCBEA S/T/P membership directors.
  - f. Oversee the transfer of membership promotional materials from outgoing to incoming S/T/P membership directors.
  - g. Verify that regional board members and NBEA S/T/P membership directors are current members of NBEA.

- h. Send messages of encouragement to S/T/P membership directors.
- i. Send congratulatory letters/messages to all S/T/P membership directors who reach their goal.
- j. Plan membership directors' activities for regional conventions: membership directors' workshop, directors' breakfast, awards presentation, etc.
- k. Ensure that membership dues collected at regional conventions are promptly forwarded to NBEA for processing.
- l. Set up an NBEA materials table at each regional meeting.
- m. Stay up-to-date on personal professional reading (Business Education Forum, Keying In, etc.). Use materials in NBEA publications to promote NBEA during presentations and discussions with fellow business educators.
- n. Prepare membership reports for regional board of directors.
- o. Attend NBEA convention and membership directors' workshop.
- p. Send thank you letters to all S/T/P membership directors when their term expires.
- q. Determine the winner of the regional membership achievement award.
- r. Communicate regularly with NBEA membership team to provide information about promotional/recruitment activities in the region.
- s. Submit reports of region's membership activities as required

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Plan and conduct a membership session for State Membership Directors.
3. Prepare an NBEA Membership Report for the NCBEA Administrative Board.
4. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA.

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Prepare an NBEA Membership Report for the NCBEA Administrative Board.
3. Attend the NBEA State and Regional Membership Directors' breakfast and the NBEA membership meeting following the breakfast.

After the last board meeting and before June 30, the Regional Membership Director shall:

1. If this is the end of the Regional Membership Director's term, meet with incoming Regional Membership Director and discuss materials accumulated during the year as well as the duties of the Regional Membership Director.

## **DUTIES OF THE STATE MEMBERSHIP DIRECTOR**

Immediately upon taking office, the State Membership Director shall:

1. Read and review the Policies and Procedures Handbook.
2. Encourage the state association to invite the NCBEA president to attend state convention and to subsidize a portion of the related expenses if possible.
3. Develop a marketing plan to use the \$300 allocated for membership recruitment in their state.
4. Provide the state's website link/address to the NCBEA President for inclusion in the NCBEA Board Directory.

The State Membership Director's committee responsibilities will be to:

1. Serve as a member of the Marketing/Linkages/Membership Committee.
2. Serve on Awards committee.

The State Membership Director shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Serve as a liaison between the member state association and NCBEA.
4. Serve as NCBEA/NBEA membership director for your state.
5. Submit membership reports to Membership Chair, as requested.
6. Write membership action plan for the state, as requested.
7. Promote NCBEA and NBEA membership and attendance at convention.
8. Represent NCBEA at your state association meetings.
9. Arrange for an NCBEA booth in the exhibit area of your state convention.
10. Submit articles to your state publication about NCBEA.
11. Assist the NCBEA Regional Membership Director in promoting NBEA membership.
12. Request reimbursement for NBEA membership recruitment from the NCBEA treasurer when such reimbursement is authorized by the NCBEA Administrative Board.
13. Encourage nominations of candidates for NCBEA/NBEA offices and positions.
14. Submit written NCBEA reports to be presented at state association executive board meetings.
15. Submit NCBEA news items to the State Membership Director's state association newsletter editor.
16. Submit a written state report to the newsletter editor by the date specified.
17. For the fall issue of the NCBEA Newsletter, submit a newsletter article on state business education activities as directed in the Program of Work.
18. Complete other tasks as directed by the president or NCBEA Administrative Board.
19. Maintain a file of materials pertaining to the activities of the office.
20. Serve as a member of the NCBEA Awards Committee.

21. Encourage individual state to submit nominations for NCBEA Awards
22. State Membership Director duties to be completed in collaboration with the Regional Membership Director and the NBEA Membership Committee:
  - a. Maintain current membership in NBEA. Renew membership before membership expiration date.
  - b. Work closely with the Regional Membership Director to develop a program of promotional activities for the year.
  - b. Consult with the Regional Membership Director and regional association's officers about specific responsibilities that may be prescribed by the region's bylaws.
  - c. Keep Regional Membership Director informed of any promotional activities and send samples of letters/messages, forms, or artwork developed.
  - d. Inform both the Regional Membership Director and the NBEA office of any changes in his/her name, address, school (or place of employment), or status as membership director. NOTE: It is vital that NBEA have complete and current information on all membership directors.
  - e. Plan promotional activities that reach business teachers in the state, at every level of instruction, with an invitation to join NBEA.
  - f. Follow up NBEA renewal mailings by getting in touch—by mail, email, telephone, or in person with the state's lapsed NBEA members to urge them to renew.
  - g. Order lists of lapsed members and promotional materials from NBEA.
  - h. Set up an NBEA membership booth at every state meeting, and ensure that it is staffed by NBEA members.
  - i. Stay up-to-date on personal professional reading (*Business Education Forum*, *Keying In*, etc.). Use materials in NBEA publications to promote NBEA during presentations and discussions with fellow business educators.
  - j. Make arrangements in advance for some time on the program of state and local meetings of business teachers to talk about the benefits and services of NBEA and regional association membership.
  - k. Forward all membership dues collected to NBEA promptly. This is particularly critical for maintaining continuous membership in the Association. If dues are received after the membership expiration date, the membership will lapse and the "continuous counter" will reset to one year.
  - l. Attend membership directors' meetings/workshops conducted at the regional convention and at the NBEA convention.

State Membership Director's responsibilities during individual state conferences/conventions.

1. Encourage member states to allow a complimentary NBEA/NCBEA exhibit space at state conventions.
2. Request exhibit booth materials from NBEA Headquarters.

3. Check with the NCBEA President to determine who will bring greetings on behalf of NCBEA during individual state conferences/conventions.
4. Make arrangements to staff/man the booth during conference exhibit hours.
5. Offer a membership incentive to encourage new and renewal memberships during the state conference/convention and request reimbursement for the incentive from the NCBEA Treasurer up to the amount listed in the Bylaws and Standing Rules.
6. Any memberships paid during the conference should be forward to NBEA headquarters within two weeks of the close of the conference/convention.
7. With state approval, conduct a fundraiser activity such as a 50/50 raffle.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and NCBEA Awards event.
2. Prepare a written/electronic report to be presented at the NCBEA Administrative Board.
3. Assist with the sponsoring of NCBEA and NBEA activities at the convention.
4. Provide links to the Webmaster for your state organization and upcoming convention
5. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Prepare a written report to be presented at the Administrative Board.
3. Attend the NBEA State and Regional Membership Directors' breakfast and the NBEA membership meeting following the breakfast.

After the last board meeting and before June 30, the State Membership Director shall:

1. If applicable, meet with the State Membership Director and turn over the materials collected during the State Membership Director's term.

**State Membership Director Rotation Schedule (3-Year Term)**

Wisconsin, Missouri (2017, 2020, 2023, 2026, 2029, 2032)

Minnesota, Ohio, Michigan (2018, 2021, 2024, 2027, 2030, 2033)

Illinois, Indiana, Iowa (2019, 2022, 2025, 2028, 2031)

## **DUTIES OF THE NEWSLETTER EDITOR**

Immediately upon taking office, the Newsletter Editor shall:

1. Read and review the Policies and Procedures Handbook.

The Newsletter Editor's committee responsibilities will be to:

1. Serve as chair of the Publication Committee.
2. Work with the Nominating Committee to establish a deadline for the submission of NCBEA board candidates' biographies and pictures.

The Newsletter Editor shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. See that all duties of the Publication Committee are carried out effectively.
4. Manage the financial affairs of the newsletter, keep financial records, and submit financial reports to the NCBEA Administrative Board.
5. Maintain a definite format for the NCBEA Newsletter to enhance the image and identify of NCBEA
6. Receive and edit materials for publication.
7. Publish newsletters in accordance with the Program of Work and the *NCBEA Newsletter Policy Statement*.
8. Arrange for and oversee the publication of newsletters.
9. Arrange for and implement the distribution of newsletters.
10. Serve as liaison between the NCBEA Administrative Board and the Publication Committee.
11. Maintain a file of materials pertaining to the activities of the office.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Establish and submit deadlines for newsletter submissions.
3. Submit written/electronic report for NCBEA Administrative Board.
4. Submit written/electronic report for NCBEA Annual Business meeting.
5. Update the NCBEA brochures and distribute camera-ready copies for duplication and distribution to the eight-member states.
6. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting.  
Attend the NBEA Awards Luncheon (recommended).

2. Submit a budget request for newsletter income and expenses as directed by the Budget Committee.
3. Review deadlines for NCBEA newsletter.
4. Submit written/electronic report for NCBEA Administrative Board.
5. Update the NCBEA brochures and distribute camera-ready copies for duplication and distribution to the eight member states.

After the last board meeting and before June 30, the Newsletter Editor shall, if applicable:

1. Meet with the incoming Newsletter Editor, discuss with him/her the duties of the office, and turn over file of materials accumulated during term of office.

Newsletter Schedule (may be modified at any time by NCBEA Board and in conjunction with Newsletter Editor)

*See current Newsletter Editor Report for Exact Dates*

August deadline for September publication

December deadline for January publication

April deadline for May publication

Special Publications as Needed

## **DUTIES OF THE WEBMASTER**

Immediately upon taking office, the Webmaster shall:

1. Read and review the Policies and Procedures Handbook.

The Webmaster committee responsibilities will be to:

1. Serve as a member of the Publication Committee.
2. Serve as chair of the Technology Committee.

The Webmaster shall be responsible for the following ongoing activities:

1. Serve as a member of the NCBEA Administrative Board.
2. Attend all meetings of the NCBEA Administrative Board.
3. Create and/or maintain the North Central Business Education Association web site.
4. Maintain the domain name and annual web hosting renewals. (October)
5. Determine, in consultation with the NCBEA Board, specific sections that may be needed to convey information to NCBEA members and visitors.
6. Update the shell pages which include NCBEA Home page, NCBEA Administrative Board, Conventions, Newsletters, Special Publications, Board Reports, and Awards.
7. Maintain an online and offline file of website documents.
8. Promote the organization by creating and updating social media sites such as Facebook
9. Maintain a file of materials pertaining to the activities of the office.

For the Fall NCBEA Administrative Board meeting (when convention is held in conjunction with one of the eight states)

1. Attend the NCBEA Convention, the NCBEA Administrative Board meeting, the NCBEA Annual Business meeting, and the NCBEA Awards event.
2. Submit written/electronic report for NCBEA Administrative Board.
3. Submit written/electronic report for NCBEA Annual Business meeting.
4. If having a silent auction, bring an item of the dollar amount specified by the NCBEA Administrative Board.

For the Spring NCBEA Administrative Board meeting held at NBEA:

1. Attend the NBEA Convention and the NCBEA Administrative Board meeting. Attend the NBEA Awards Luncheon (recommended).
2. Submit written/electronic report for NCBEA Administrative Board.

After the last board meeting and before June 30, the Webmaster shall, if applicable:

1. Meet with the incoming Webmaster, discuss with him/her the duties of the office, and turn over file of materials accumulated during term of office.