



NACRC OFFICERS AND DIRECTORS GUIDE

SECTION 1. ELECTED OFFICERS

PRESIDENT

- 1) Presides at all meetings of the association, the board of directors and the executive board.
- 2) Serves as the chair of the board of directors and of the executive board.
- 3) Calls meetings of the board of directors and executive board as needed, but must call board meetings at the face-to-face meetings held by the association. Such meetings may be conducted face-to-face, telephonically or electronically.
- 4) Oversees development and preparation of agenda. Assures that agenda and supporting materials are prepared and distributed at least seven days in advance of meetings.
- 5) Fills vacancies on board of directors, with approval of board.
- 6) Appoints chairs or co-chairs of committees (listed in alphabetical order):
 - a) Audit Committee
 - b) Awards Committee, (appointments are confidential to the president and executive director only)
 - c) Budget Committee
 - d) Bylaws and Resolutions Committee
 - e) Certification Committee
 - f) Communications Committee
 - g) Interest Groups
 - (a) Elections Administration
 - (b) Land Records
 - (c) Court Administration/Clerk to the Board/Vital Statistics & Passports
 - (d) Records Management
 - (e) Note: Interest Groups may be combined, separated or created based on requests from the NACRC membership.
 - h) Legislative Committee

- i) Membership Committee
 - j) Nominating Committee
 - k) Program Committee
 - l) Scholarship Committee
 - m) Strategic Planning Oversight Committee
 - n) Any other committees deemed necessary.
- 7) Appoints the historian and parliamentarian to serve during his/her presidential term of office. The historian and parliamentarian may serve more than one term but has no vote on the board.
 - 8) Serves as an ex-officio member of all committees, except the Nominating Committee and the Awards Committee. Responsible for coordinating the work of the committees, although each committee is responsible for formulating, executing and reporting on its own plans.
 - 9) Assures that agenda and arrangements for annual banquet and/or other events are prepared and coordinated.
 - a) Is responsible for introductions of those sitting at head table, if any, and any special guests.
 - b) Is responsible for introducing officers, directors and committees chairs present.

FIRST VICE PRESIDENT

- 1) Serves in the absence of the president.
- 2) Typically considered the incoming president.
- 3) Serves on the Budget Committee.
- 4) Usually serves as Program Committee chair for all face-to-face meetings of the association.
 - a) Reports to board at each meeting on program planning efforts.
 - b) Draws upon committee co-chairs for arranging educational sessions.
 - c) Plans the annual meeting banquet and other events in consultation with the president.
- 5) Welcomes members, serving as official co-host with 2nd vice president, at all association or association-affiliated meetings.
- 6) Prior to the close of the annual association meeting, and assuming the 1st vice president became the new president, calls officers and board of directors meeting after installation of officers and directors.
- 7) Announces time and place of Fall Board Meeting prior to the close of annual meeting.
- 8) Accepts other responsibilities as assigned by the president.

SECOND VICE PRESIDENT

- 1) Serves in absence of president and 1st vice president.
- 2) Typically serves as Membership Committee chair.
 - a) Reports to board at each meeting on membership efforts (renewals, recruiting efforts, state-by-state results, category results, etc.)
 - b) Oversees solicitations for county official memberships and renewals.
 - c) Oversees solicitations for corporate memberships and renewals.
 - d) Oversees solicitations for state and national association memberships and renewals.
 - e) Actively solicits sponsorships of various NACRC events.
- 3) Welcomes members, serving as official co-host with 1st vice president, at all association or association-affiliated meetings.
- 4) Accepts other responsibilities as assigned by the president.

THIRD VICE PRESIDENT

- 1) Serves in the absence of president, 1st vice president and 2nd vice president.
- 2) Typically serves as Communication Committee chair.
 - a) Reports to board at each meeting on communication efforts.
 - b) Oversees preparations for quarterly association newsletter.
 - c) Oversees monthly publication of association eNews.
 - d) Oversees association's website, assuring that it is kept current.
- 3) Accepts other responsibilities as assigned by the president.

SECRETARY

- 1) Serves as secretary to the board of directors, the executive board and the association.
- 2) Assures that minutes are taken and prepared for all board of directors, executive board and association meetings.
- 3) Assures that minutes are sent to each officer and director no more than 10 business days following a meeting.
- 4) Annually reviews minutes maintained by executive director for completeness.
- 5) Typically serves on Bylaws Committee and Scholarship Committee.
- 6) Annually reviews the permanent copy of NACRC bylaws to assure completeness.
- 7) Assures that executive director has copy of bylaws, lists of association

- officers, board of directors and members, plus lists of state associations and NACo officers, for reference at all meetings.
- 8) Assures that executive director distributes information to new directors, including copies of history, previous year's minutes, financial report, budget report and bylaws.
 - 9) At the direction of the president, oversees invitations to the presidents of non-affiliated state organizations to become special liaison officers to the association.
 - 10) Accepts other responsibilities as assigned by the president.

TREASURER

- 1) Is elected at the annual meeting of the association for a term of two years, typically being elected in the even-numbered years.
- 2) Oversees association's finances.
- 3) Assures that association's accounting policies are reviewed at least annually and revised as appropriate.
- 4) Works closely with executive director to prepare association financial reports for distribution to the board, no less frequently than quarterly.
- 5) Oversees payment of all bills.
- 6) Assures receipt of all funds due the association.
- 7) Oversees and assures completion of annual financial review or audit of the association's financial records.
- 8) Oversees and assures completion of annual tax filing of the association's financial records.
- 9) Has direct access to association's bank account(s).
- 10) Assures that president and secretary are kept aware of name, address and manager's name of institution where accounts are kept, the account numbers and conditions affecting the accounts.
- 11) Participates actively as a member of the Budget Committee, assuring that reports of revenue and expenditures are distributed prior to any meetings of the association.
- 12) Accepts other responsibilities as assigned by the president.

EXECUTIVE BOARD

- 1) Consists of the officers of the association and the immediate past president.
- 2) The president serves as chair.
- 3) Serves as a review board for items to be presented to the board of directors and meets, as necessary, prior to each board meeting.

- 4) Responsible for appointing the NACRC Executive Director, subject to board approval. Directs that person's or organization's activities, within the framework of that position's job description, which shall be approved by the board of directors. May terminate the executive director at anytime.
- 5) May meet electronically or telephonically to make decisions regarding the business of the association. Said decisions shall be brought before the board of directors at the next board meeting.
- 6) May call itself into session, without consent of the president, with the affirmative vote of four of its members.
 - a) Votes shall be conducted in accordance with the bylaws of the association.
 - b) The president shall be notified no later than the next business day after the agreement of four executive board members to call such a meeting. Said notice shall include the names of the executive board members casting an affirmative vote for such a meeting.
 - c) The president shall have two business days to acknowledge the receipt of the notice of a vote to call such a meeting.
 - i) If the president is unable to receive such notice for reasons other than illness, this deadline shall commence upon his/her ability to receive notice.
 - ii) If the president is unable to receive such notice due to an illness, the provisions of Bylaws, Article V, Section 3, Subsection 2 shall govern.
 - d) The president, or 1st vice-president if the president is incapacitated, shall call such a meeting within five business days after acknowledgement of notice under Subsection C above.
 - e) Such meeting may be conducted in accordance with Subsection 5 of this Section.
 - f) The secretary shall assure that minutes of the meeting are recorded and forwarded to the board of directors within five business days following the meeting.
 - g) Any business transaction during such meeting shall be brought before the board of directors for their ratification at the at the next board meeting.

NACo REPRESENTATIVE

- 1) Is elected at the annual meeting of the association for a term of two years, typically being elected in the even-numbered years.
- 2) Attends NACo board of directors meetings.
- 3) At each NACRC board of directors meeting, reports on prior NACo

- 4) meetings regarding matters concerning NACRC.
- 4) Oversees any NACRC filings with NACo.

MEMBER OF BOARD OF DIRECTORS

- 1) Works toward stimulating interest in the association.
- 2) Actively participates in board meetings and on at least one committee.
- 3) Assumes role of liaison to his/her state association.
 - a) Reports to executive director and secretary on all scheduled meetings of his/her state association.
 - b) Notifies his/her state association membership of NACRC's next meetings.
 - c) Supplies a list of the names, addresses, contact numbers, and email addresses for his/her current state officers.
- 4) Ensures that State Coordinator position is filled, covering all functional interest areas within that state. Assists State Coordinator in gathering or creating electronic lists of officials within state who ought to be NACRC members.
- 5) Any director who did not attend the past annual meeting without an acceptable reason may be replaced.
- 6) Notifies president and executive director in writing when unable to attend board meetings or meetings of the association.
- 7) Annually provides executive director with brief biography and photo for use by NACRC.
- 8) May consider and report any resolution, if directed by the president and approved by a majority of the board of directors. (Bylaws, Article VI, Section 1)
- 9) Accepts assignments of responsibilities from the president.

SECTION 2. APPOINTED POSITIONS

EAC REPRESENTATIVES (description to be added)

HISTORIAN & PARLIAMENTARIAN

- 1) Assures that the history of the association is kept and maintained.
- 2) Assures the appropriate annotation of events occurring during his/her term as historian.

- 3) Reports events of the association meetings to the board of directors when requested.
- 4) Annually works with executive director to assure completeness of association history.
- 5) Assures that new historian has access to a complete copy of all historical data about the association at the end of his/her term.
- 6) Serves as parliamentarian at all meetings of the association of the board of directors.
- 7) Has no vote on the board.

JOELC JOINT ELECTION OFFICIALS (description to be added)

COMMITTEES

- 1) All committees shall hold a meeting or a conference call at least once each year. People not on the committee who wish to participate will be encouraged to do so.
- 2) Each committee is responsible for formulating and executing plans and reporting progress on same at each meeting of the board of directors.

AUDIT COMMITTEE

- 1) Consists of at least three members of the association.
- 2) Reviews all revenue and expenses for NACRC for the previous fiscal year, drawing from the association's auditor's report.
- 3) Reports to the NACRC board on any findings or recommendations by the association's auditor.
- 4) An auditing committee has been recommended for not-for-profit organizations in recognition of the expectations of the Sarbanes-Oxley Act for transparent financial accountability.

AWARDS COMMITTEE

- 1) Consists of at least three members appointed anonymously by the president.
- 2) Assures that solicitation for nominees for the Public Official of the Year Award and the Linda S. Carter Award for Excellence in Government are publicized by March of each year.
- 3) Receives copies of all nominations from the executive director,

- following the nomination deadline of the third Friday in June.
- 4) Reviews all nomination materials and select individuals to receive the awards.
 - 5) Oversees preparation of materials announcing recipients at annual meeting of the association, including person to present awards.

BUDGET COMMITTEE

- 1) Consists of at least three members, including the president, the 1st vice-president and the treasurer.
- 2) Is charged with the responsibility to review the records of the past three years to obtain a baseline and together with the executive director, submit a proposed budget for the coming fiscal year.
- 3) Shall require the officers and committee chairs to submit written requests for funds with supporting documentation.
- 4) Previews all requests and determines amounts to be allocated based on anticipated income and expenditures. If a deficit budget is proposed by the Budget Committee, the rationale for use of reserve account funds must be submitted with the proposed budget to the board of directors.
- 5) Submits the proposed budget with recommendations to the board of directors for review and approval.
- 6) Makes recommendations to the executive committee for any expenditure exceeding 10 percent of the approved budget line item.

BYLAWS AND RESOLUTIONS COMMITTEE

- 1) Consists of three members of the association.
- 2) Collects bylaw revision suggestions and proposed resolutions from members, and after consideration, reports to the board and membership at the annual meeting.
- 3) However, at the direction of the president and by a majority vote of the board of directors, any bylaw or resolution may instead be considered and reported on by the board of directors.
- 4) Ensures that the association's bylaws are reviewed at least bi-annually.

CERTIFICATION COMMITTEE

- 1) Establishes, and updates as necessary, criteria and procedures for members to obtain or renew Certified Public Official (CPO) designation.
- 2) Makes criteria and procedures available to all members, in writing.
- 3) Encourages members to earn or renew CPO designation, using available communication venues of the association (letters, email, newsletter, eNews, website, etc.)
- 4) Assures that members earning or renewing CPO designation are appropriately recognized at meetings of the association.
- 5) Oversees internal processes to assure executive director is keeping track of members' progress towards obtaining or renewing CPO designations.
- 6) Assists interest group chairs in certification designation for program credits
- 7) Assists with ensuring program topics cover all job specific tiers.

COMMUNICATIONS COMMITTEE

- 1) Serves as the editorial board for the association's printed newsletter, assuring that executive director is establishing publication schedule, articles to be included four issues in advance, and writing or assigning others to write articles for the current issue.
- 2) Oversees monthly publication of association's electronic newsletter, providing articles or information to be included in these emails.
- 3) Oversees association's website, assuring that it is kept current and fresh. Solicits members for information to post on the website. Assures that committee co-chairs provide updates for their section of the website at least twice per year.

INTEREST GROUPS

ELECTIONS ADMINISTRATION

- 1) Oversees planning of educational sessions at meetings of the association for members involved in elections administration. Identifies topics and speakers, and recruit same. Assures that educational sessions offer program topics which meet criteria for CPO designation.
- 2) Works with Membership Committee to identify county officials in this area, focusing on different parts of the country on a rotating basis over a 3-5 year period.

- 3) Works with Membership Committee to identify corporations in this area, on at least an annual basis.
- 4) Works with Membership Committee to identify state and national organizations in this area, on at least an annual basis.

LAND RECORDS

- 1) Oversees planning of educational sessions at meetings of the association for members involved in land records/recording. Identifies topics and speakers, and recruit same. Assures that educational sessions offer program topics which meet criteria for CPO designation.
- 2) Works with Membership Committee to identify county officials in this area, focusing on different parts of the country on a rotating basis over a 3-5 year period.
- 3) Works with Membership Committee to identify corporations in this area, on at least an annual basis.
- 4) Works with Membership Committee to identify state and national organizations in this area, on at least an annual basis.

COURT ADMINISTRATION/CLERK TO BOARD/VITAL STATISTICS & PASSPORTS

- 1) Oversees planning of educational sessions at meetings of the association for members involved in governing board records, clerk of court administration, and vital records. Identifies topics and speakers, and recruit same. Assures that educational sessions offer program topics which meet criteria for CPO designation.
- 2) Works with Membership Committee to identify county officials in these three areas, focusing on different parts of the country on a rotating basis over a 3-5 year period.
- 3) Works with Membership Committee to identify corporations in these three areas, on at least an annual basis.
- 4) Works with Membership Committee to identify state and national organizations in these three areas, on at least an annual basis.

RECORDS MANAGEMENT

- 1) Oversees planning of educational sessions at meetings of the association for members involved in records management, including retention, disposition, disaster planning and disaster recovery. Identifies topics and speakers, and recruit same. Assures that educational sessions offer program topics which meet criteria for CPO designation.
- 2) Works with Membership Committee to identify county officials in this area, focusing on different parts of the country on a rotating basis over a 3-5 year period.
- 3) Works with Membership Committee to identify corporations in this area, on at least an annual basis.
- 4) Works with Membership Committee to identify state and national organizations in this area, on at least an annual basis.

LEGISLATIVE COMMITTEE

- 1) The Legislative Committee is a Special Focus Committee under the direction of NACRC board.
- 2) Consists of two or more members as appointed by the president.
- 3) Monitors national and local legislative efforts for issues of concern to NACRC membership, and develops a focus list of state and federal issues.
- 4) Evaluates national and local legislative issues which impact NACRC membership.
- 5) Communicates national and local legislative challenges to NACRC leadership.
- 6) Educates national legislators on national issues which impact NACRC membership.
- 7) Solicits informational updates from identified sources for each state on a regular basis in order to maintain current information on legislative activity impacting members of NACRC.
- 8) Collaborates with State Coordinators on individual states' issues, as requested.
- 9) Provides to NACRC membership updates of pending legislative action through coordinated dissemination of information via all appropriate methods available to NACRC. This may include monthly eNews, quarterly newsletter, State Coordinators Committee, email, phone, hard copy letters, social media (Facebook, Twitter, LinkedIn), Listserv, PRIA PREP chapters.

MEMBERSHIP COMMITTEE

MEMBERSHIP RETENTION & RECRUITMENT SUB-COMMITTEE

- 1) Plans and articulates the annual membership campaign, including timing for membership renewals, efforts to recruit new members, state-by-state strategies, and/or county population size strategies.
- 2) Works with staff to draft materials to be included with NACRC dues billing.
- 3) Oversees solicitation of county officials for memberships and renewals, including reasonable efforts to update existing database of county officials.
- 4) Oversees solicitation of corporate memberships and renewals, including reasonable efforts to update existing database of potential corporate members.
- 5) Assures that new or renewing members receive appropriate thank you and welcome letter from the staff, which includes information on coming events for the year. New members typically receive a pin and certificate, while renewing members receive a membership certificate.
- 6) Receives updated membership information from executive director at least monthly.
- 7) Assures that the executive director updates the association database, thus keeping membership information current and accessible in a variety of formats.
- 8) Obtains changes in office holders from each state by Sept. 1.

MARKETING SUB-COMMITTEE

- 1) Increases NACRC's visibility and perception as the "ultimate resource" for the industry.
- 2) Assists with marketing the association to potential members.
- 3) Oversees efforts to plan vendor tradeshow at annual meeting of the association and assist with recruiting vendors for tradeshow.
- 4) Solicits sponsorships for conferences.

STATE COORDINATOR SUB-COMMITTEE

- 1) Committee members serve a one-year term, subject to reappointment by the president each year.
- 2) There will typically be no more than two State Coordinators per state, although there may be a transition period during which there are more than two.
- 3) Anticipate an annual commitment of 20-25 hours over the

- course of a year.
- 4) Members introduce county officials in respective counties and states to the opportunities and benefits of NACRC membership via email, letter or announcement at state conferences.
 - 5) Provides NACRC's administrative office with electronic versions of current membership listings for state organizations.
 - 6) Participates in updating, making contact and soliciting clerks, recorders and election officials as necessary to retain NACRC members and recruit new NACRC members.
 - 7) Communicates with statewide clerk of courts, clerk of governing board, recorder, election official, and records management associations and peer groups about local issues and bring statewide issues forward to NACRC and the national level for discussion.
 - 8) Shares insights gained at the national NACRC conferences, reading eNews and quarterly issues of the *NACRC Bulletin* with NACRC-type officials in respective states. Responds to posted ListServ questions.
 - 9) Encourages other NACRC members to serve as state coordinators in states where the coordinator position is not filled.
 - 10) Holds meetings in person at conferences or by conference call. There are typically 4-6 conference calls per year.
 - 11) Sends any pertinent information regarding state legislative and local issues to the NACRC Legislative Committee as it becomes known.

NOMINATING COMMITTEE

- 1) Consists of three members appointed by the president.
- 2) The chair shall be a past president.
- 3) Solicits or identifies nominees for membership on the board, abiding by the guidelines established in the bylaws.
- 4) Contacts each nominee for his/her consent to allow his/her name to appear on the slate.
- 5) Nominates officers of the association for the upcoming year.
- 6) Publish the officer and board nominees at least forty five days before the annual meeting of the association.

PROGRAM COMMITTEE

- 1) The chair is generally the first vice president.
- 2) Responsible for planning the content of all meetings of the association.
- 3) Working with executive director, establishes number of meeting rooms needed and blocks out time schedule.
- 4) Draws upon committee co-chairs to arrange subject matter and speakers for educational sessions.
- 5) Assures that meeting schedule, with reasonable detail, is distributed to members at least 90 days in advance of the actual meeting.
- 6) Establishes themes, if any, for meetings of the association, and any associated social events.
- 7) Plans the annual meeting banquet and other events in consultation with the president.

SCHOLARSHIP COMMITTEE (description to be added)

STRATEGIC PLANNING OVERSIGHT COMMITTEE (description to be added)