GENERAL INFORMATION

Last Reviewed and Approved: November 21, 2009; April 20, 2010;
September 2013, April 10, 2016, September 2018

Elected/Appointed by: NCRA Membership

Term of Office: 2 years

Reports: As described in the Standing Rules
POLICIES

Responsibilities

The Education Board Director shall act as liaison to the: Program Recognition Committee, and Education Committee.

The Education Board Director shall monitor and assist in the activities of NCRA tied to all educational matters as outlined in the Strategic Management Plan and P&Ps and report on such activities.

The Education Board Director shall act as a membership contact for information on NCRA activities associated with Education. NCRA Education advocacy is an ongoing process. The scope of the Education Board Director excludes those activities supported by the Professional Development Director.

Other Duties

Reports to the President of NCRA.
Meets with the NCRA Board prior to the annual meeting and other scheduled times.
Acts on matters requested by the President or Board members by electronic, mail or conference call vote.
PROCEDURES

Meetings
Attend all NCRA Board of Director meetings. Notify the President if unable to attend a Board meeting.

Travel
Schedule flights and room reservations for Board meetings according to procedures listed in the fiscal guidelines. All travel must be pre-approved by the Finance Committee and stay within budgetary allotments.

Reports
Request reports from the committee chairs for Board meetings held in the fall, winter, and spring.

Submit a written Board report of official activities according to specifications requested by the President Elect/Secretary.

Write an Annual Report to the NCRA Membership for inclusion in the NCRA Annual Report according to the specifications requested by the Secretary.

Liaison with Membership
Serve as a liaison between the membership and the Board by reporting members’ concerns to the Board, and follow-up with members that have requested any actions for the final outcomes.

Board Liaison
Act as the Board Liaison to the Program Recognition Committee, and Education Committee.

Organize and conduct one-on-one meetings with each committee chair upon start of term to assure understanding of their duties, their roles, and the reporting process. The Executive Staff representative will also be included in the one-on-one meetings. Follow up with a thank you note.

Include Executive Staff representatives on all emails sent to committees to assure open channels of communication, understanding, and follow-through.

Participate on committee conference calls as the Board Representative as deemed necessary or needed.

Attend all Board meetings, participate in Board actions and act for the benefit of the members.

Budget
Review the budget quarterly for assigned responsibilities and status reports. Coordinate any differences with the Finance Committee and Executive Director. Submit expense reports/reimbursement requests to the Executive Office for approval and signature in order to obtain reimbursement by NCRA.

Correspondence
Send copies of all correspondence or other activities to the President and NCRA Executive Director.

Write a minimum of one article for The Connection regarding the activities or experience
of an elected position. Schedule article with the Editor of *The Connection* as requested.

Encourage NCRA members and others to submit manuscripts to the Editor of *The Journal of Registry Management* to be published.

**Other Responsibilities**

Maintain frequent contact with the President on business matters.

Review and propose changes to Policy and Procedures per NCRA schedule or as needed.

Review and recommend any changes to the NCRA Bylaws.

Participate in Board actions and act for the benefit of the members.