Administrative Charges for Special Committees and Appointments

GENERAL INFORMATION

Last Reviewed and Approved: January 2012, February 2016

The charges described in this document apply to all members of special committees and appointments unless a more explicit statement is included in the specific charges.
POLICIES

Purpose, Composition, and Duties

As deemed necessary, special committees may be created by the Board of Directors to carry on the affairs of NCRA. The membership may recommend formation of special committees.
PROCEDURES

Members of special committees and appointments shall:

Communication

Maintain at a minimum monthly contact (verbal or written) with the President and NCRA Board of Director liaison (refer to organization table).

Send copies of all correspondence or other activities to the President and NCRA Executive Director, including all written communication on NCRA letterhead.

Committee Chairs will indicate which documents should be made part of the permanent file. All other correspondence will be subject to document retention policies.

Send copies of all correspondence pertaining to specific activities within a particular region to the appropriate Advocacy and Technical Practice Director (ATPD).

Submit all documents or informational reviews to be published externally on behalf of NCRA to the President, NCRA Executive Director, and Public Relations Director for approval before sending (e.g., any publication to other journals or newsletters or pamphlets). A copy of the final document or pamphlet must be provided to the NCRA Board of Directors, Public Relations Director, and the appropriate Committee Chair(s).

Annual Review of Policies and Procedures

Purpose of Policy & Procedure Review: Establish a consistent, efficient and effective system to maintain and track changes to the association's policies and procedures.

Each policy and procedure must be reviewed upon initial appointment for clarifications or potential improvements by each Director, Chair of Committee, Task Force, or Liaison (owners of the P&P).

The process for which all revised policies are reviewed is stated below. If your P&P is scheduled for review you will be notified per the process below. If your P&P is not scheduled for review in your current year and you have revisions start with Step 3.

Scheduled Reviews:
1. Email with P&P will be sent to the Director, Chair of Committee, Task Force, or Liaison (Board Representative will be copied on e-mail) by NCRA Staff for scheduled reviews.
2. Policy and procedures scheduled for review will be sent to the reviewer on the same schedule as board reports.
3. Owner of P&P to review, provide updates (including “reviewed and no updates needed”, and send back to NCRA Staff (whether scheduled or unscheduled review cycle).
4. NCRA Staff will send P&P revisions/updates to Board Representative and Policy and Procedure Committee members for review and approval.
5. If questions or comments need to be addressed, the P&P goes back to the owner for edits and clarifications. Any major changes to the P&P should be discussed with the P&P owner. Minor spelling and grammatical changes do not require approval.
6. Chair of the P&P Committee will forward to the Board (in the P&P Committee Board report) all revised P&P’s approved by the P&P Committee for the current period with a motion for approval.
7. Board Representative to present at Full Board of Directors meeting for final approval.
8. Board Representative to send P&P Final Document to NCRA Staff for posting on website.

**Budget**

NCRA has a formal program plan and budgeting process. A program plan assists NCRA staff and the Finance Committee in the development of a budget for planned activities of each committee on an annual basis. Use of a specific program plan outline is provided by NCRA staff to all board committees with instructions on reporting with a schedule for submissions. NCRA staff and the Finance Committee use the Program Plans to develop a budget to meet the needs of each committee and its representatives.

Developing program plans requires the review of the following:

Policies and Procedures (P&P’s)
Strategic Management Plan (SMP)
Board approved activities outside of your P&P’s, and Strategic Management Plan; such as presidential charges.

Any changes to activities or specific charges assigned that require amendments to the budget will need to be submitted through your board representative and presented to the Finance Committee for approval.

**Reports**

**Board Reports**

Submit a written report of official activities for each scheduled board meeting of the NCRA Board of Directors. Provide a separate copy to the President, NCRA Executive Director, and NCRA Board of Director staff liaison.

**Materials**

Forward files, manuals, and other appropriate information to the incoming elected officer within 15 days following the NCRA Annual Conference. All materials must be transferred to the incoming representative within 15 days of the official change in the office, committee, or liaison, if the change does not occur at the time of the NCRA Annual Conference.

All materials are the property of the NCRA. Unauthorized personal use of these materials is prohibited.

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Publications

Write a minimum of one article for The Connection regarding the activities of your committee or position. Schedule this commitment with the Editor of The Connection, or as indicated by the editor’s publication schedule.

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

Travel

NCRA travel requests must be pre-approved in writing by the President. A proposed expense report with projected costs must be submitted to the President with the written request.

Submit expense reports/reimbursements to the appropriate NCRA Board of Director for approval and signature before reimbursement/payment by NCRA (refer to the organization table for specific liaison).

Other Duties

Assist with special assignments, as directed by the President.

Understand all charges to officers, committees, liaisons, and special appointments. There may be overlaps in specific responsibilities.

Implement proper action as communicated in writing by the NCRA Board of Directors from the appropriate NCRA Board of Director liaison, which is required to be mailed within ten days following the NCRA Board of Director meeting.

Communicate concerns or suggestions to the NCRA Board of Directors for a specific committee or position on an ongoing basis, if applicable.

Review and recommend any appropriate changes for the NCRA Bylaws for a specific committee or position.

If appropriate, plan and conduct a committee meeting at the NCRA Annual Conference. (Note: NCRA will not reimburse expenses.)

Submit a list of committee members, if applicable, to the NCRA President-Elect/Secretary, President, NCRA Executive Director, and NCRA Board of Director Liaison prior to the fall Board of Directors meeting.

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