<table>
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<tr>
<th>NCRA Elected Positions</th>
<th>Term</th>
<th>Eligibility</th>
<th>Subgroups Affiliated With Elected Position</th>
<th>Strategic Plan Goal(s)</th>
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<tr>
<td><strong>President Elect/Secretary</strong>&lt;br&gt;<strong>Job Duties:</strong> Act as clerk at all meetings of the Board of Directors and record all votes and the minutes of all proceedings in a minute book to be kept for that purpose. Perform such other duties as may be prescribed from time to time by the Board of Directors or the president. Prepare themselves to roll into the position of President.&lt;br&gt;<strong>1st year term – rollup to President</strong>&lt;br&gt;1. Be an active member in good standing for at least one year.&lt;br&gt;2. Served at least one term on the Board of Directors or as the chairman of a standing committee prior to nomination.</td>
<td></td>
<td>Bylaws Task Force</td>
<td>Goal 5 – Administration and Finance</td>
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<td><strong>President</strong>&lt;br&gt;<strong>Job Duties:</strong> Preside at all Board meetings of the directors and have general supervision of the business and finances of the corporation. See that all orders and resolutions of the Board of Directors are carried into effect; subject, however, to the right of the directors to delegate any specific powers to any other officer or officers of the corporation except such as may be by statute exclusively conferred upon the president.&lt;br&gt;<strong>2nd year term – roll up from President Elect/Secretary</strong>&lt;br&gt;ROLLUP from President Elect/Secretary</td>
<td></td>
<td>Awards Committee, Program Committee and Ethics Committee</td>
<td>ALL Goals</td>
<td></td>
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<td><strong>Immediate Past President</strong>&lt;br&gt;<strong>Job Duties:</strong> Assist with the business of NCRA and chair the Governance, Planning and Evaluation Committee.&lt;br&gt;<strong>3rd year term – roll up from President</strong>&lt;br&gt;ROLLUP from President</td>
<td></td>
<td>Governance, Planning and Evaluation Committee</td>
<td>Goal 5 – Administration and Finance</td>
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<td><strong>Treasurer Junior</strong>&lt;br&gt;<strong>Job Duties:</strong> Assist the Treasurer Senior on all aspects of their position including: Keeping accurate accounts of receipts and disbursements in books. Providing an assessment of the financial records of the organization to the Finance Committee. Gaining familiarity with the Treasurer position as to enhance continuity and stewardship for the NCRA financial structure.&lt;br&gt;<strong>1st year term – rollup to Treasurer Senior</strong>&lt;br&gt;1. Be an active member in good standing for at least one year.&lt;br&gt;2. Preferred candidates for the position of Treasurer will possess a CPA, MBA, or equivalent financial experience.</td>
<td></td>
<td>Assist with Finance Committee Leadership</td>
<td>ALL Goals</td>
<td></td>
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<tr>
<td>Position</td>
<td>Duties</td>
<td>Term</td>
<td>Requirements</td>
<td>Committees</td>
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<td><strong>Treasurer Senior</strong></td>
<td><strong>Job Duties:</strong> Have custody of the corporate funds and keep accurate accounts of receipts and disbursements in books to be maintained by him or her for such purpose. Provide an assessment of the financial records of the organization to the Finance Committee. Mentor the Treasurer Jr. in the duties and activities of this position.</td>
<td>2nd year term – ROLLUP from Treasurer Jr.</td>
<td>Finance Committee</td>
<td>ALL Goals</td>
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| **Educational Board Director** | **Job Duties:** Educational Board Director shall chair the Education Committee and act as liaison to the: CE Committee, CE Program Recognition Committee, Educational Development and Delivery Committee, and Alternative Methods Committee. Shall monitor and assist in activities of NCRA tied to all Educational matters as outlined in the Strategic Management Plan, and P&P’s; and report on such activities. Shall act as a membership contact for information on NCRA activities associated with Education. Scope of Education excludes those activities supported by the Professional Development Director. | 2 year term | 1. Be an active member in good standing for at least one year  
2. Have an interest in matters of education with preferred candidates having demonstrated experience in the area of education either in a professional or voluntary capacity (i.e. NCRA committee work, State association or other organization where you volunteered and had responsibilities in this topic area). Note: experience will be outlined on the nominations forms and in a philosophy statement the nominations committee. | 1. CE Committee,  
2. CE Program Recognition Committee,  
3. Educational Development and Delivery Committee,  
4. Alternative Methods Committee | Goal 1 – Education |
| **Professional Development Board Director** | **Job Duties:** Act as liaison to the NCRA Council on Certification and the Formal Education Committee. Monitor and assist in activities of NCRA tied to all professional development matters as outlined in the Strategic Management Plan, and Policies & Procedures; and report on such activities. Act as a membership contact for information on NCRA activities associated with professional development matters. | 2 year term | 1. an active member in good standing for at least one year  
2. An interest in matters of professional development with preferred candidates having demonstrated experience in the area of Professional Development either in a professional or voluntary capacity (i.e. NCRA committee work, State association or other organization where you volunteered and had responsibilities in this topic area). Note: experience will be outlined on the nominations forms and in a philosophy statement to the nominations committee. | Council on Certification and Formal Education Committees | Goal 2 – Certification and Goal 1 – Education |
| **Public Relations Board Director**  
**Job Duties:** Act as liaison to the Journal Editor, Connection Editor, Website Editor, and NCRW subcommittee. Monitor and assist in activities of NCRA tied to all Public Relations and Communications matters as outlined in the Strategic Management Plan, and Policies & Procedures and report on such activities. Act as a membership contact for information on NCRA activities associated with Public Relations and Communications matters. | 2 year term | 1. an active member in good standing for at least one year  
2. An interest in matters of public relations and communications with preferred candidates having demonstrated experience in the area of public relations and communications either in a professional or voluntary capacity (ie. NCRA committee work, State association or other organization where you volunteered and had responsibilities in this topic area). **Note:** experience will be outlined on the nominations forms and in a philosophy statement to the nominations committee. | Journal Editor Appointee, Connection Editor Appointee and Website Appointee | Goal 4 - Member and Customer Service |
| **Recruitment and Retention Board Director**  
**Job Duties:** Recruitment and Retention Board Director shall:  
Act as liaison to the Recruitment and Retention Task Force and the Nominating Committee. Monitor and assist in activities of NCRA tied to all recruitment and retention matters as outlined in the Strategic Management Plan, and P&P’s; and report on such activities. Act as a membership contact for information on NCRA activities associated with Recruitment and Retention matters. Scope of recruitment and retention includes the internal (board and NCRA leadership development) and external (workforce development) recruitment and retention needs of the association and the field. | 2 year term | 1. Be an active member in good standing for at least one year.  
2. Have an interest in matters of recruitment and retention with preferred candidates having demonstrated experience in the area of recruitment and retention either in a professional or voluntary capacity (ie. NCRA committee work, State association or other organization where you volunteered and had responsibilities in this topic area). **Note:** experience will be outlined on the nominations forms and in a philosophy statement to the nominations committee. | 1. Recruitment and Retention Taskforce  
2. Nominating Committee | Goal 3 – Recruitment and Retention |
| Advocacy and Technical Practice Board Director - West | 2 year term | 1. Be an active member in good standing for at least 1 year.  
2. Be a resident of the applicable geographic region.  
3. Have an interest in matters of advocacy or technical practice with preferred candidates having demonstrated experience in the areas of advocacy and technical practice either in a professional or voluntary capacity (i.e. NCRA committee work, State association or other organization where you volunteered & had responsibilities in this topic area).  
Note: experience will be outlined on the nominations forms and in a philosophy statement to the nominations committee. | Subgroup Affiliation  
NAACCR Liaison,  
West region membership Strategic Plan | Goal 5 - Advocacy |
|---|---|---|---|
| **Job Duties:** Advocacy and Technical Practice  
Board Director West shall:  
Serve as liaison to the members and state registry associations in their respective geographic regions and to their appointed SIG’s and NCRA Organizational directional Liaisons on matters tied to advocacy and technical practice (see definition and example below table).  
Serve as a resource to member inquiries.  
Monitor and assist in activities of NCRA tied to all Advocacy and Technical Practice matters in the Strategic Management Plan, and P&P’s; and report on such activities.  
Be responsible for the development and maintenance of communication methods between the members, state association and the NCRA Board of Directors in order to identify and bring forward specific matters of advocacy and technical practice. | | | |

| Advocacy and Technical Practice Board Director Midwest | 2 year term | 1. An active member in good standing for at least 1 year.  
2. Be a resident of the applicable geographic region.  
3. Have an interest in matters of advocacy or technical practice with preferred candidates having demonstrated experience in the areas of advocacy and technical practice either in a professional or voluntary capacity (i.e. NCRA committee work, State association or other organization where you volunteered & had responsibilities in this topic area).  
Note: experience will be outlined on the nominations forms and in a philosophy statement to the nominations committee. | Subgroup Affiliation  
NAACCR Liaison,  
Midwestern region membership Strategic Plan | Goal 5 - Advocacy |
### Advocacy and Technical Practice Board Director East

**Job Duties:** Advocacy and Technical Practice Board Director East shall:
- Serve as liaison to the members and state registry associations in their respective geographic regions and to their appointed SIG’s and NCRA Organizational directional Liaisons on matters tied to advocacy and technical practice.
- Serve as a resource to member inquiries.
- Monitor and assist in activities of NCRA tied to all Advocacy and Technical Practice matters in the Strategic Management Plan, and P&P’s; and report on such activities.
- Be responsible for the development and maintenance of communication methods between the members, state association and the NCRA Board of Directors in order to identify and bring forward specific matters of advocacy and technical practice.

**Term:** 2 year

- Be an active member in good standing for at least 1 year.
- Be a resident of the applicable geographic region.
- Have an interest in matters of advocacy or technical practice with preferred candidates having demonstrated experience in the area of advocacy and technical practice either in a professional or voluntary capacity (i.e. NCRA committee work, State association or other organization where you volunteered & had responsibilities in this topic area). Note: experience will be outlined on the nominations forms and in a philosophy statement to the nominations committee.

### Council Administrator

**Job Duties:** The Council Administrator is responsible for the administration and maintenance of NCRA’s credentialing processes and including:
- Chair the Council on Certification which consists of 8 elected representatives.
- Monitor and assist in committee activity tied to either Marketing, Eligibility, Credential development, or Exam construction, plus Exam question development and review as outlined in NCRA’s Strategic Management Plan and Council P&Ps.
- Properly report on such activities.

**Term:** 3 year

- An active member in good standing for at least one year.
- Must be an active CTR with a minimum of five years experience as a CTR.
- Shall have served as least one term on the Council of Certification within the past five years prior to nomination.
- An interest in matters of certification with preferred candidates having demonstrated experience in the area of certification either in a professional or voluntary capacity (i.e. NCRA committee work, State association or other organization where you volunteered and had responsibilities in this topic area).
- Shall not hold employment in any educational services related field that provides instruction to future registrars.

### Affiliation

- Subgroup: CoC Liaison, Eastern region membership
- Goal: 5 - Advocacy

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<thead>
<tr>
<th>Subgroup Affiliation</th>
<th>Goal 3 - Certification</th>
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<tbody>
<tr>
<td>CoC Liaison, Eastern region membership</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| **Council Representatives**  
**Job Duties:** Council Representatives assist in the administration and maintenance of NCRA’s credentialing processes. Each Representative will:  
Chair a Council on Certification Committee tied to Marketing, Eligibility, Credential development, Exam construction, plus Exam question development and review as outlined in NCRA's Strategic Management Plan and Council P&Ps.  
Report appropriately on Committee activities.  
Participate in regular conference call meetings to discuss recommendations by Council Committees and Council activities. | 2 year term | 1. An active member in good standing for at least one year  
2. Must be an active CTR with a minimum of three years experience as a CTR  
3. Shall not hold employment in any educational services related field that provides instruction to future registrars. | N/A | Goal 3 - Certification |
| **Nominating Committee Member**  
**East, Midwest & West Regions**  
**Job Duties:** Be responsible for the preparation of ballots for the elected officers of NCRA. Ensure ballots are printed and mailed to NCRA members. Develop rules and regulations, subject to the approval of the Board of Directors, for the conduct of the election. Attend annual Nominating Committee meeting. Review and approve eligibility of all candidates. Select the final slate of candidates from the pool of qualified nominees. | 1 year term | 1. Be an active member in good standing for at least two years.  
2. Be a resident of the applicable geographic region (East, Midwest or West) | N/A | Goal 5 – Administration and Finance |