COMMITTEE CHAIRS, ADMINISTRATIVE

GENERAL INFORMATION

Last Reviewed and Approved: May 2001, April 2005, February 2016, reviewed with no changes, April 2020

Reports: As described in the Standing Rules
POLICIES

Purpose, Composition, and Duties

The NCRA has three types of committees: (1) standing committees, (2) special committees, and (3) special project committees. 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.

Any active member in good standing for one full year prior to appointment shall be eligible to be appointed as chairman of a committee. Vacancies in committee chairs, presidential appointments and elected committee membership shall be filled by appointment by the Board of Directors. All other vacancies shall be filled by the committee chairman.

Travel

All committee chairs must follow NCRA fiscal guidelines if travel is funded by NCRA.

- All NCRA travel must be pre-approved by the Finance Committee. The Finance Committee must approve all exceptions to the fiscal guidelines for Board travel.
- Schedule flight travel for all meetings funded by NCRA according to the NCRA fiscal guidelines.
- Flights to and from meetings funded by NCRA must be arranged and charged to NCRA with the NCRA official travel agency authorized to schedule flights with lowest airfares only.
- Every effort must be made to arrive immediately before and depart immediately following meetings, if possible, to ensure cost-effectiveness for NCRA.
- Rooms will only be approved for the night before or following meetings funded by NCRA if flights cannot be arranged due to flight times.
PROCEDURES

Responsibilities of the NCRA Board of Director Representative to Committee Chairs

Monitor and approve each committee's expenses and determine appropriateness of each meeting/conference attendance as an NCRA representative.

Review the committee's policies and procedures and either recommend approval or revision as necessary to the NCRA Board.

Committee Responsibilities

Reports

Submit a written Board report of official activities to the Board representative and designated NCRA staff person before each scheduled Board of Directors meeting.

Correspondence and Communication

Send copies of all correspondence or other activities to the President, Board Representative, and NCRA Executive Director. Any method of communication that is official correspondence on behalf of NCRA must be provided to the President and NCRA Executive Director.

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 Directors.

Submit all documents or informational reviews (e.g., any manuscript, newsletter, or pamphlet) that will be published externally on behalf of NCRA to the President, Board liaison, and NCRA Executive Director, for review before submitting to an external organization. A copy of the final document or pamphlet must be provided to the NCRA Board of Directors.

Transfer of Materials

Transfer all materials for the committee and information concerning any incomplete special projects to the incoming elected officer within 15 days of 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.

Review of Policies and Procedures

Review the Committee's policies and procedures and make recommendations for revision or approval to the Board of Directors. Review of policies and procedures must be performed according to the following guidelines:
Review of the policy and procedure for any variation from actual practice in performing the duties of the office, committee, or liaison must be noted. Review the policy and procedure for clarifications or potential improvements. When a “Request for Board Action” is included in the Progress Report to the Board, determine if this action affects the P&P. If it does, one of the following procedures must be followed.

- At the same time as the “Request for Board Action,” submit a “Request for Board Action” to change the policy and procedure according to the Board decision.
- At the next Board meeting following a “Request for Board Action,” submit a Request for Board Action to change the policy and procedure according to the Board decision.

Changes must be submitted to the Board of Directors for approval before taking effect.

**Other Responsibilities**

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

Implement proper action as communicated in writing by the NCRA Board liaison. The Board representative is required to send this communication within 10 days of receiving the “To Do” list from the President-Elect/Secretary, following all NCRA Board of Director meetings.

Submit expense reports/reimbursements to the assigned NCRA staff person for approval and signature before payment by NCRA.

Review the committee's budget for accuracy or discrepancies. Coordinate any differences with the Treasurer, Board liaison, and Executive Director.

Assist with special assignments, as directed by the President.

Inform the President and Board representative if unable to attend appropriate meetings.

Communicate issues needing feedback by NCRA to the President and Board representative for appropriate actions.

Serve on other NCRA committees, if appropriate, as requested.

Communicate activities and updates of committee work to the NCRA membership through an article(s) published in *The Connection*. A minimum of one article must be published in *The Connection* during the NCRA administrative year.

Maintain routine contact with the Board liaison.

Review and recommend any appropriate changes for the NCRA Bylaws specific to the position appointed.

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 to the NCRA President-Elect/Secretary, President, NCRA Executive Director, and Board Representative prior to the fall NCRA Board meeting.