PRESIDENT-ELECT/SECRETARY

GENERAL INFORMATION


Elected/Appointed by: Elected

Term of Office: 1 year

Reports: Board Report, Minutes of every Board meeting To Do List, Minutes of Finance Committee meeting

POLICIES AND PROCEDURES
The President-Elect/Secretary shall serve as a voting member of the Finance Committee and the NCRA Executive Committee.

The President-Elect/Secretary shall serve as the Board Representative to the Bylaws Task Force, which is an Ad Hoc Committee only appointed if Bylaws changes are requested. This committee is appointed by the President.

The President-Elect/Secretary shall serve as the Chair of the Minutes Approval Committee. The outgoing President appoints three (3) members to serve on the Minutes Approval Committee for the annual business meeting. The minutes of the annual business meeting are to be reviewed and approved by the Chair and appointed members.

Other Duties
The President-Elect/Secretary shall succeed to the office of President at the conclusion of their term of office.

The President-Elect/Secretary may stand in for the President if requested to do so by the President.

The President-Elect/Secretary will attend, along with the President, the State President Luncheon during the Annual Conference to discuss issues of importance and improve avenues of communication and to disseminate new or important information.

Advise the President
Maintain frequent contact with the President keeping aware of NCRA business matters. Support the President during the current term of office. Complete all special assignments at the request of the President.

Minutes and To Do List
The President-Elect/Secretary shall take minutes from each Board of Directors (BOD) meeting, and also draft and maintain the To-Do-List. The To-Do-List will be updated following each
NCRA BOD in-person meeting and will be distributed to the impacted members of the BOD within three weeks (21 days) of the meeting. The President-Elect/Secretary shall appoint a Minutes Committee including at least 2 members of the BOD. Minutes are distributed to the Minutes Committee via email for corrections and approval prior to the in-person meetings. Minutes are formally approved by the Minutes Committee and presented to the BOD at the in-person meetings. The To-Do-List does not require review by the Minutes Committee.

The Finance Committee minutes are drafted by the President-Elect/Secretary and sent to the Senior Treasurer for approval.

**Installation of Officers**
The President-Elect/Secretary will choose the method of invocation (clergy or color guard) as well as the person who will install the officers. The Program Committee is responsible for planning the ceremony for the installation of officers, and will collaborate with the President-Elect/Secretary concerning the budget for these choices. The President-Elect/Secretary will provide a copy of the recommended script for installation of officers to the individual selected to perform the installation. The NCRA Executive Office can provide a copy of scripts used for previous installations.