



NACAT Officer and Board Position Description Guide

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Introduction

Thank you for your interest in serving NACAT and its members as an Officer or Board Member! This guide was assembled by the Officers and Board Members to help you feel more comfortable serving in your new position. Inside, you will find a listing of NACAT positions, and a description of what their responsibilities are like. We can't possibly define everything each position will be doing, and these listings are in no way intended to be complete. While this guide will give you many insights into the position you will be serving in, there are even more resources available outside of this guide. Once you feel comfortable understanding the organizational layout of NACAT, you may also want to read the *Job Descriptions & Duties Manual*, which is an expanded and more detailed version of this guide. By far the best resources available to help you learn are your peers serving alongside you in NACAT. If you have a question, do not hesitate to ask it to the group, as they are a tremendous vault of knowledge and experience.

NACAT President

The President is the Chief Executive Officer and the “face” of the NACAT Corporation. The President has control over NACAT’s general business affairs, property, assets, employee(s), officers, and others appointed to represent the corporation. When individuals or companies outside of NACAT look at the corporation, they will notice the policies, attitude, and reputation the President has instilled on the organization. The President serves a two year term of office.

NACAT Vice President/President-Elect

The Vice President/President-Elect provides support and assistance to the President, while learning and being mentored by the President in the duties required to run and manage the organization. The office of Vice President is a longer commitment than other positions; the Vice President has a two year term of office, followed by a consecutive two year term as President.

NACAT Secretary

The Secretary is in charge of keeping and maintaining written records of NACAT proceedings. These records include, and are not limited to meeting minutes, counting attendance/quorum during Board of Directors and membership meetings, updating and maintaining the Articles of Incorporation, Bylaws, and Resolutions to reflect changes made by Officers and Board, and the counting of votes from NACAT elections. Additionally, the Secretary will store electronic copies of all documents, and only the copies held by the Secretary are considered official documents or versions. The Secretary will provide copies of the previous meeting minutes to the attendees of the Board and membership meetings. The Secretary’s term of office is two years.

NACAT Treasurer

The Treasurer keeps all financial records and is custodian of NACAT’s finances. The Treasurer will present a financial report to the Officers, Board of Directors, and Business Manager during their regular meetings, and to NACAT members during the annual membership meeting at the NACAT Conference, showing a record of monies paid and received. They will also prepare and file forms, reports, or records pertaining to the IRS and/or maintaining our nonprofit status, as needed. Working with the President and Business Manager, the Treasurer will prepare an annual budget for the next fiscal year. The Treasurer serves a two year term of office, and will take care to ensure a smooth transition when a change in office takes place.

NACAT Board of Directors

The Board of Directors is a group of up to nine NACAT members who provide vision, direction, and advice to NACAT. The Board does not conduct the day-to-day business of the organization. The Board monitors trends, offers guidance or suggestions, and discusses outcomes with the intent of helping NACAT grow and provide value to its members. The Board has one face-to-face meeting each year, occurring the day before the opening of the NACAT Conference, and ending the day after the conference, held at (or nearby) the conference site. The Board also meets regularly throughout the year through conference calls or online group conferencing software. NACAT Officers, Business Manager, and others often participate in Board Meetings to facilitate conducting corporation business with as much efficiency as possible. Board Members serve a three year term, and must be a NACAT member for more than two years in order to be eligible for office.

NACAT Board Chair

The Board Chair leads the NACAT Board in conducting their business. The Board Chair is one of the nine Board Members, elected by a majority vote of the other eight members. The Board Chair leads all Board meetings, facilitates communication among Board Members throughout the year regarding ongoing NACAT business, and serves as a unifying voice for the group.

NACAT Business Manager

The Business Manager will serve as the primary contact or “front counter” for NACAT as an organization. The Business Manager runs and maintains the NACAT main office/headquarters and conducts the majority of NACAT’s day-to-day business operations. In addition, the Business Manager also acts as the Conference Vice President, supporting the NACAT Conference by processing conference registrations, soliciting sponsorships, vendors, and presenters, and assisting the host school with conference planning. The Business Manager also performs the duties of Assistant Treasurer, reporting income/expense/financial information, and also the Executive Vice President for Marketing, coordinating NACAT’s marketing and advertising efforts. The Business Manager also provides support services to the Officers and Board Members, and is constantly seeking new ways to help NACAT grow. The Business Manager is a hired/paid position, selected by a committee containing the President, and confirmed by a majority vote of the Board of Directors.

Election Chair

The Election Chair plans, coordinates, and runs the election process for all open NACAT positions. The Election Chair may recruit others to assist in election proceedings such as taking nominations, determining if voters are members of record, obtaining candidates' consent to run for election, and coordinating an absentee ballot process. The Election Chair is appointed by the NACAT President.

Executive Vice President

The Executive Vice President is a representative from the conference host site, charged with the planning, logistics, and execution of the NACAT Conference, according to the *Conference Planning Manual*. The EVP is an appointed position; a candidate is named (or suggested) by the conference host, and selected/confirmed by an agreement of the President, Board of Directors, Business Manager, and conference host. The EVP's term of office as an officer is one year (the year of their conference), however their involvement and responsibilities will last approximately 3-4 years, due to the conference planning process. It is also suggested that the EVP continue as an "Immediate Past EVP" to offer guidance to the following year's conference.

Webmaster

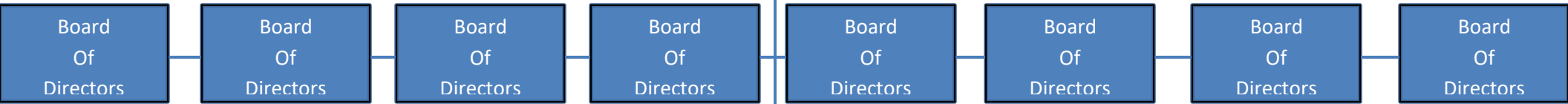
The Webmaster is charged with creating, maintaining, and updating the websites and hosting services for each domain owned by NACAT. Additionally, the Webmaster is responsible for creating, maintaining, and updating NACAT social media sites, and posting content in the best interest of NACAT. The Webmaster also serves as "Conference Reporter" and will travel to the NACAT Conference to record and publish content to promote NACAT and the conference. The Webmaster appointed by a majority vote of the Board of Directors.

Historian

The Historian shall maintain a documented history of NACAT, including a written history and photographic collection. The Historian also is required to provide a display of NACAT history to be exhibited in the trade show at the NACAT Conference. The Historian may be a NACAT member (in good standing) or a non-member. A member may be appointed Historian by the President; a non-member must be chosen by a majority vote of the Board of Directors.

BOARD

MEMBERS



BOARD CONFIRMED POSITIONS



O F F I C E R S

