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***NCDA Board of Directors Orientation/ Expectations***

*As an elected NCDA Officer to the NCDA Board, you are here to serve the NCDA members, your consistency, and your assigned Committees and/or other Work Groups. This policy-making board’s work is a privilege that requires hours of volunteer leadership. We hope this experience will be a rewarding experience as the NCDA Board works to achieve NCDA’s mission of providing professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.*

Annually, one-third of the NCDA Board rotates to new leadership. Each office, except for the President positions, has a three-year term. Each officer is eligible to run for the same position for a limit of two terms. As such, it is important to understand your role and plan the succession to your future successor. The board expectations are outlined below:

1. Read and understand the *NCDA Policies and Procedures Manual* and *NCDA Bylaws*.
2. Attend all NCDA Board meetings, including Board Conference Calls and live Board meetings (see planning calendar for specific dates and times).
   * + Be present and ready to contribute
     + Speak about any concerns and give feedback that represents your constituency group; respectfully share opposing views; ask for clarification if is any discussion is unclear.
     + Acknowledge conflicts of interest and recuse yourself from any discussion where you may have a personal benefit or conflict
     + Write down any action items for which you or your Committee/Work Group is responsible.
     + Be ready to share any updates from your Committee/Work Group responsibilities.
     + Serve on the board for the members you represent and be the voice they want heard.
     + Be willing to take on tasks that are assigned or needed.
     + Mark your calendar for the yearly meeting dates and times so you can attend meetings
     + Make sure to complete or start action items and any follow up between meetings
3. Trustee Responsibilities:
   * Advocate for your constituency group when possible; develop a resource group among your consistency members to help plan events/activities during your tenure.
   * Plan and facilitate Constituency meetings at annual conference; plan informative programming, share association news, encourage networking, and allow informal Q&A.
   * Plan quarterly opportunities for constituents to engage, collaborate and receive resources that are relevant to their work.
   * Research the needs of your constituency group – via leadership academy students, conference calls and regional conferences to better understand their needs and wants. Consider developing a survey to assess their needs and plan the meeting agenda based on the results.
   * Send out quarterly (or more frequent) e-bulletins to your constituency. NCDA has specialized templates for each trustee. Send your announcement to [webeditor@ncda.org](mailto:webeditor@ncda.org).
   * Determine the activities and projects of your constituency group based on the strategic plan.
   * When leaving the position, suggest and encourage qualified members to replace you in the nominations process.
4. Respond to e-votes in a timely manner (primarily for approving minutes; occasionally for urgent issues).
5. Check your email in-box frequently for NCDA related messages. Please check the list of recipients and subject line before sending email. Be sure that messages are sent (and copied) to the appropriate person(s) before sending.
6. Attend to position-specific responsibilities (e.g., ACA Governing Rep, Treasurer) as directed in the *NCDA Policies and Procedures Manual.*
7. As the Board liaison to a Committee/Work Group/council, please note that your responsibilities include the following:
   * + Contact assigned Committee/Work Group chairs at least once a month to check up on their progress. Serve as the primary contact for your Committee/Work Groups. (It is important that Committee/Work Group Chairs realize that they should contact you, as their NCDA Board Liaison first before the Headquarters staff.)
     + Communicate relevant NCDA Board decisions to Committee/Work Group chairs. Perhaps even share the minutes that are pertinent to them.
     + Assist the Committee/Work Group with developing an annual plan to align goals and activities with the NCDA Strategic plan. Annual Plans with associated budget requests are due in September – Headquarters will send instructions and templates to the chairs for the reports.
     + Communicate Committee/Work Group requests to the NCDA Board.
     + Monitor Committee/Work Group activities and expenses.
     + Remind Committee/Work Group chairs to submit semi-annual reports in March. Headquarters will send notices and templates to the chairs for the reports.
     + Read the semi-annual reports to ensure activities align with the strategic plan and avoid duplication of efforts by other Committee/Work Groups.
     + Ask Committee/Work Group chairs for any agenda items and supporting materials before each NCDA Board meeting.
     + Ask Committee/Work Group chairs to copy you on all important communications.
     + Attend all Committee/Work Group meetings, including phone conferences and live meetings in conjunction with the NCDA Global Conference.
8. Attend all functions at the conference and (CPI’s) institutes according to the Conference Logistics schedule provided by Headquarters. Be sure to wear your permanent name badge at all events.
   * + Attendance for the full conference
     + Attend the sessions
     + Speak to the members in attendance; let them know what we are doing; listen to their concerns and feedback; share their positive and negative concerns with the board
     + Visit vendors; thank them for supporting; let them know you are on the board
9. Make advance travel arrangements for all conferences to minimize expenses (60 days in advance is preferred).
10. Submit travel reimbursement requests in a timely manner to the Treasurer.
11. Do not exceed the budget you are assigned and communicate with the NCDA Treasurer and President if necessary.
12. Provide the NCDA President with periodic updates of your NCDA-related activities and the work of your assigned Committee/Work Groups.
13. Document all the activities, tasks and projects completed during your tenure and save for future officers. Please use descriptive and detailed language. This document will be used to help incoming board members plan and implement tasks.

SELF EVALUATION NEXT PAGE

**Self-Reflection Checklist – Are You Completing Your Tasks**

**Presidents:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Attend Presidents’ Meetings per Board Meeting
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Liaison with work groups monthly/semi-monthly; attend their meetings
* PE: Plan next conference theme, keynotes, and committees
* PP: Manage Nominations and Elections and Oversee Strategic Plan
* PEE: Work on Strategic Plan with Past President

**Secretary:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Wrote minutes for each board meeting
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Distributed the Minutes within 1 month after each board meeting
* Collected edits/comments from Board Members
* Provided final draft to Deneen before each board meeting
* Maintained an e-vote log; recorded each vote; provided to Executive Director
* Liaison with work groups monthly/semi-monthly; attend their meetings

**Treasurer:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Monitor revenues, expenses, and investments on month/semi-monthly Treasurer’s Report from HQs
* Discuss current report at each board meeting
* Liaison with work groups monthly/semi-monthly; attend their meetings

**ACA Governing Rep:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Attend ACA Governing Council Meetings – Report out to the NCDA Board
* Liaison with work groups monthly/semi-monthly; attend their meetings

**Constituency Trustees:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Liaison with work groups monthly/semi-monthly; attend their meetings
* Host virtual events quarterly – what % of your constituency is attending
* Host Constituency Meeting at the Conference
* Research needs of your constituency
* Send out Quarterly E-bulletins
* Determine activities or members services for constituency
* Mentor others as your replacement during the nominations process

**State Trustee:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Point of First Contact for State Divisions leadership
* Liaison with work groups monthly/semi-monthly; attend their meetings
* Host State Leadership Meeting at the Conference and virtually throughout the year (quarterly)
* Research needs of state divisions; communicate to the Board
* Select Outstanding State Division awards
* Mentor others as your replacement during the nominations process

**Trustee-at-Large:**

* Schedule travel to board meetings 60 days in advance of the meeting
* Attend Board Meetings
* Review minutes, vote on e-votes, per-read meeting materials before each meeting.
* Liaison with work groups monthly/semi-monthly; attend their meetings.
* Focus on the responsibility assigned by the Board during nominations process (currently global)

Board members will be asked to complete this checklist and return to HQs in September. It will be shared with the President. If there is a lack of engagement, a discussion may be scheduled. Please note, NCDA does have a policies about engagement/removal in the Policy and Procedures Manual.