

## Chair of the Board Job Description

### *October*

- Find the mid-point for the Board (perhaps a nearby Town Hall for the meeting)
- Set up luncheon (potluck or local delivery)
- Send out the Agenda for the Board Meeting requesting end of year reports from all board members
- Separate agenda for the instructors to join us for lunch and planning for next year. This agenda will include an item to review the proposed budget for next year and the Finance Policy

### *November*

- Appoint Standing Committee Chair positions for the coming year.
- All newly elected officers and Chairpersons to take office immediately following NEACTC Annual Meeting.
- Other chairs may also be named at this time, at the discretion of the Chair of the Board. The Chairperson shall preside at board meetings as scheduled.
- Attend meeting of NEACTC Executive Board as representative of Institute/Academy. Prepare and present report of previous year.

### *December*

- Deadline for the report to IIMC and NEACTC is December 31st
- Check in with the Curriculum Chair regarding upcoming class changes or changes in instructors.
- Have first conference call with the Board of Directors and each month thereafter to oversee, assist, and coordinate work of various chairs/committees.
- Verify with the Treasurer that NEMCI&A has liability insurance coverage for the NEMCI&A week/draft budget is being submitted for review.

### *January*

- Start the email blasts to NEACTC and all state emails for promotion of the Institute and Academy which will include information on deadlines for scholarships.
- Verify with the Curriculum Chair the courses to be offered to entice everyone to attend.
- Sign the contract with the host facility where NEMCI&A will be held after review by the Vice Chair and Treasurer. A signed copy will be forwarded to the Treasurer for submission with deposit check.

### ***February/March/April***

- Hold Directors' meeting and meetings with instructors as needed via conference calls. Prepare any reports required for IIMC.
- Prepare a letter of welcome for the information packet and send to Information Chair.
- If possible, attend the Region One IIMC meeting to represent NEMCI&A.
- Send out email blasts to NEACTC to promote NEMCI&A.
- Sign instructors' contracts and forward a copy to the Treasurer.

### ***May***

- Attend the Annual IIMC Conference and meeting of Institute Directors as the representative of NEMCI&A.
- Work with Curriculum Chair, Registration Chair, and Logistics Chair on the class lists and class schedule.

### ***June/July***

- Keep in contact with all Chairpersons and concerns; help where needed.
- Check in with the Food Services Chair regarding the Monday dinner with Board and instructors.
- Prepare an invitation to be inserted into the folder of each instructor as a reminder of our dinner date/time and location.
- Also notify instructors of check in time and the luncheon meeting with the Board after check-in.
- Agenda for orientation.

### ***Week of NEMCI&A***

- Conduct nightly meetings during the week of NEMCI&A for communication between all Board members; to discuss what is working well and what might need some tweaking. Also to keep on top of monitoring schedule and turning in the evaluations.
- Appoint a Nominating Committee made up of three members of the Board which will present a slate of Officers to include Chair, Vice Chair, Secretary, and Treasurer.
- Upon receiving the slate of officers from the Nominating Committee, conduct the election of officers at the close of NEMCI&A week.
- Appoint Poster Judging Committee.
- Appoint Exit Interview/Debriefing Committee.
- Prepare list of exit interview questions and provide to graduating class prior to interview.

- Hold an instructor debriefing session and preside at a Board meeting at the end of NEMCI&A. Remind the Curriculum Chair to write IIMC Headquarters with list of Institute and Academy students.
- Set a date during the last day breakfast for the Board and instructor luncheon meeting in October.
- Set up one meeting to have in early fall prior to NEACTC conference to review finances, and other issues regarding NEMCI&A past and future.
- Verify dates for next year with the Director of Residential Services before leaving.

***August***

- Provide a write up of the NEMCI&A experience with pictures for NEACTC newsletter and state association newsletters and association Presidents.
- Email pictures of the graduating class to each state president, along with a picture of the individual state clerks' picture.

***September***

- Compile Reports for IIMC and NEACTC.
- Deadline for the Annual Report is December 31st.

*Adopted by the NEMCI&A Board on: August 5, 2015*

*Amendments approved by NEMCI&A Board: October 13, 2018*