**BOARD OF DIRECTORS HANDBOOK**

**NEBRASKA ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES**

**AS AMENDED APRIL 23, 2016**

The Association’s Constitution and By-Laws specify the membership of the Board of Directors and for an Executive Committee to serve as the executive arm of the Board. During intervals between meetings of the Board of Directors, the Executive Committee may authorize action considered urgent which has not been considered by the Board. Any such actions taken must be in keeping with the By-Laws and be reported to and ratified by the Board of Directors at the next meeting of the Board. The Board of Directors constitutes the Executive Board of the Association. All corporate powers of the Association, expressed and implied are vested in the Board of Directors. It controls and directs the affairs of the Association and no individual should attempt to assume the position and responsibility of the Board of Directors.

Directors serve to represent the NEBRASCOE members by voting on issues that come before the association. Directors are one of the links between the membership and the NEBRASCOE board.

Directors are elected to a two year term by the membership of their districts. The elections are generally held in March. Members volunteer to have their names on the election ballots. The person receiving the most votes is elected Director. The person receiving the second most votes will serve as the Alternate

Director. One CED and one PT per district will be elected by membership. The Past President shall be retained as a non-elected board member to provide advice and guidance to the current President and board. They shall be eligible to receive travel compensation in the same fashion as elected board members.

Directors are expected to attend all NEBRASCOE Board Meetings if at all possible. The board also has a meeting at the State Convention. Alternate Directors attend any board meeting in place of their District

Director if he/she is unable to attend. When certain issues arise the Officers may decide to have a special meeting or a conference call.

Duties of the Directors include:

* Obtain information and questions from their district members prior to the board meetings. The President requests items for the agenda and that agenda is sent out prior to any board meetings.
* Attend all NEBRASCOE Board Meetings if at all possible
* Discuss and vote on issues at the board meetings.
* Report to their district members, in a timely manner, the highlights of the meetings and NEBRASCOE convention.
* Respond to the NEBRASCOE President when information is requested.
* Throughout the year the Officers and Committee Chairs may send directors information affecting NEBRASCOE and its members. In turn, each director is to forward that information to the members in their districts in a timely manner.
* Keep in touch with the members of your district throughout the year. Encourage them to keep you informed of any questions or issues they may have.
* Keep the President and Vice President informed of any areas of concern from the membership.
* Be aware of the correct uses of government time and equipment regarding NEBRASCOE and what issues may or may not be discussed using government equipment (available on the NASCOE website)

Reimbursement for attending these meetings is in accordance with the current NEBRASCOE Travel

Serving as a NEBRASCOE Director should be considered an honor as well as a responsibility.