


Congratulations!
You've been elected? Now What?




NCECA Officer Roles

Your Role as Club President



- Preside at all meetings
- Represent the club at all county council meetings, planning and training or send someone in your place. Cast votes that represent your club.
- Report the events of the council meeting to your club.
- See that all reports are completed by due dates.
- Keep a procedure book to pass to successor.


Your Role as County President



- Preside at all meetings
- Represent the county at all district and state meetings, planning and training or send someone in your place. Cast votes that represent your county.
- Report the events of the meetings back to your county.
- Serve as point of contact for the county and receive the eNews and make available to members without email, i.e. mail or distribution.
- See that all reports are completed by due dates.
- Keep a procedure book to pass to successor.

Your Role as District President

NCECA Vice President



- Preside at all meetings of the district and when assigned at State Conference
- Represent the district at all district and state meetings, planning and training. Cast votes that represent your district.
- Report the events of the meetings back to your district.
- Serve as bilateral communication between the State Leadership Team and the counties in your district.
- Report activities of your counties at State Leadership Team meetings.
- Participate in the planning of District Day.
- Keep a procedure book to pass to successor.


SUGGESTED MEETING AGENDA

1. Call to order
2. Opening ceremony: Pledge of Allegiance, Thought for the Day, etc.
3. Roll call and minutes
4. Approval of minutes. Ask for additions or corrections. Approve as read or corrected, no motion is necessary
5. Treasurer's report. File for audit, no approval needed for reports
6. Committee reports
7. Old or unfinished business
8. New business
9. Report from County/District/State Council
10. Appoint any committees that are needed
11. Program
12. Adjournment

HANDLING A MOTION


1. You should ask for a motion by asking "Is there a motion?"
2. Before speaking, a member should "obtain the floor" or permission to speak, and then state the motion by saying, "I move that..." NOT "I make a motion".
3. Ask for a second to the motion. A second person approves the motion by saying "I second that motion" before the motion can be discussed.
4. Restate the motion so that all members will know what it is.
5. Ask for discussion.
6. After reasonable discussion say, "Are you ready for the question?", which means the group is ready to vote on the motion.
7. Restate the motion and call for the vote. Voting method can be verbal, raise of hand, by ballot, by roll (vote recorded) or by standing.
8. State the results of the vote, either "motion carried" or "motion lost". Use of the gavel:
 - One tap - members are to be seated and signifies the passing/failing of a motion.
 - Two taps - calls the meeting to order.
 - Three taps - members are to rise.

Your Role as Vice President



- Preside in the absence of the president.
- Be of assistance to the president.
- Attend all required meetings.
- Keep a procedural book to pass to successor.


Your Role as Secretary



- Be a good listener.
- Keep an up-to-date membership roll and check attendance at each meeting.
- Keep a permanent record book of accurate and legible minutes of each meeting and a motions log of the decisions made.
- Minutes are the actual report of the proceedings and decisions made at the meeting . . . not what was served or conversations.
- Present previous meeting minutes at each meeting.
- Handle correspondence for the organization.
- Some clubs have the secretary keep a month record of member activity for preparation of Yearly Report.
- Notify the Extension Office of any changes in member status or new members.
- Keep a procedural book to pass to successor.

TREASURERS


The Treasurer's job is not like other positions in ECA. The job of the Treasurer is different for each level of service.



Your Role as Club TREASURER

- Be trustworthy.
- Collect all monies and deposit into bank account promptly.
- Write checks as needed, using the Expense Reimbursement (Appendix C) signed by the President.
- Work with a committee to present a budget for the year.
- In October, collect dues send to the county treasurer as soon as you collect them along with a list of members including their addresses, phone numbers and email addresses or use Membership Application (Appendix A). Any change of address or death of a member should be reported to the county treasurer as soon as possible.
- Send a list of members (with email addresses) wishing to receive the Tar Heel eNews to County Treasurer.
- Any Pennies for Friendship collected is sent to county treasurer in June and December.
- Keep accurate financial records and give a report of all accounts at each meeting
- Keep a procedural book to pass to successor.

Your Role as County TREASURER



- Be trustworthy.
- Collect all monies and deposit into bank account promptly.
- Write checks as needed, using the Expense Reimbursement (Appendix C) signed by the President.
- Work with a committee to present a budget for the year.
- In October, collect dues from clubs and send to NCECA Appointed Treasurer by December 1, using County Membership Dues Report Form (Appendix B) include the list of members including their addresses, phone numbers and email addresses or use Membership Application (Appendix A). Any change of address or death of a member should be reported to the NCECA Appointed Treasurer as soon as possible.
- Send a list of members (with email addresses) wishing to receive the Tar Heel eNews to Geri Bushel at gbushel@ncsu.edu.
- The money collected for Pennies for Friendship is also sent to the State Appointed Treasurer each June and December.
- Keep accurate financial records and give a report of all accounts at each meeting
- Have treasury books audited annually.
- Keep a procedural book to pass to successor.

Your Role as District TREA\$URER

- Be trustworthy.
- Collect all monies and deposit into bank account promptly.
- Write checks as needed, using the Expense Reimbursement (Appendix C) signed by the President.
- Work with a committee to present a budget for the year.
- Help coordinate District Day and collect registrations.
- Pay any bills associated with District Day



NCECA APPOINTED TREA\$URER

This position is an appointed position and information will be passed on to that person at the time of appointment.

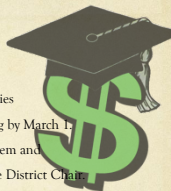
Your Role as Past President

- Serve as an adviser to the president.
- Attend all required meetings.
- Chair the Nominating Committee.
- Chair the Scholarship Committee (county only)
- Keep a procedural book to pass to successor.



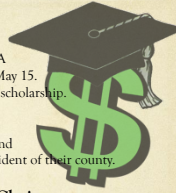
Your Role as County Scholarship Committee Chair

- Publicize NCECA Scholarship information by December 1.
- Receive applications (Appendix G) by February 1.
- Set time and place for committee meeting.
- Select one youth and one adult applicant and forward two copies of each to Geri Bushel at gbushe1@ncsu.edu for district judging by March 1.
- Send a note to each applicant. If they were selected, inform them and let them know they will receive a Letter of Instruction from the District Chair. If they were not selected, thank them for their interest and encourage them to apply again next year.
- Receive information regarding winners from District Scholarship Chair.
- In an ECA marketing effort, publicize winner in the local media, present scholarship at high school awards program or at a County Council meeting.



Your Role as District Scholarship Committee Chair

- Publicize NCECA Scholarship information by December 1.
- Receive applications (Appendix G) from Geri Bushel for district judging by March 1. Do not judge prior to March 15.
- Set time and place for committee meeting.
- Select one youth and one adult recipient and send the name, email, phone number and address of the recipients to NCECA Scholarship Chair, Geri Bushel and Appointed Treasurer by May 15. Select an alternate in the event the winner does not claim the scholarship.
- Send a Letter of Instruction (Appendix F) to the winner. Copy the ECA President of their county.
- Notify the ones not selected to thank them for their interest and encourage them to apply again next year. Copy the ECA President of their county.



Your Role as NCECA Scholarship Committee Chair

- Publicize NCECA Scholarship information by December 1.
- Receive the recipient names from District Scholarship chairs. Affirm they have sent proper notification to the appropriate people; i.e. Geri Bushel and ECA President of the recipient's county.
- Coordinate with Appointed Treasurer to ensure all policies have been followed regarding scholarships.
