

**Rules of Procedure**  
of the  
**North Carolina Association of**  
**Soil and Water Conservation Districts**

**Introduction:** Article IV, Section 1 of the Association’s By-laws states, “The Executive Committee of the Association will develop and periodically update Rules of Procedure for the operating conduct of the Association. These rules of Procedure will cover any internal operating matters of the Association that are not addressed by these By-laws. Upon simple majority vote, the Executive Committee may make temporary changes to the Rules of Procedure which will remain in effect until ratified at the next Association meeting. A simple majority vote by the Association’s voting membership is required to make any changes applicable beyond the Association meeting.”

A hard copy document entitled “Executive Committee of the North Carolina Association of Soil and Water Conservation Districts; Duties of Officers, Finance and Budget Operating Procedures” was located. This document did not indicate an adoption date by the Executive Committee or the body of the Association and does not contain a signature acting on behalf of the Association and approving the document. It is presumed that this document is the only “rules of procedure” that has been considered and used by the Association in the past and, as of November 2010, is the only such document that is referenced for use. Therefore, that document provided the foundation to begin the process of updating and editing.

## **I. Duties of Officers**

### **PRESIDENT**

The President of the Association is the executive head of the organization and shall preside at all its meetings and at meetings of the Executive Committee. Other duties include:

1. Plan and preside over the Annual Meeting and appoint a planning committee as appropriate.
2. Plan and preside over the Executive Committee Meetings
3. Represent Association or appoint a designee for the following:
  - a. NACD National and Southeastern Regional Meetings.
  - b. NACD ~~Spring-Summer~~ Board meetings ~~in Washington, DC.~~
  - c. Area Meetings
  - d. Resource Conservation Workshop – Preside at Banquet on Thursday night and/or at Awards Luncheon on Friday.

- e. Serve as a judge for the State Conservation Farm Family recognition and preside over the Farm Family Celebration.
  - f. Meetings of other agencies – NRCS, Farm Bureau, etc.
  - g. Participate in ~~District Employees' Workshop~~[Conservation Employee Training \(CET\)](#).
  - h. Represent the NCASWCD at special events, such as the state Envirothon, Conservation Awareness Day, etc.
  - i. Represent the Association at the supervisor training at the School of Government in Chapel Hill.
4. Serve as a member of Soil and Water Conservation Commission
  5. Serve on the Board of the NC Foundation for Soil and Water Conservation.
  6. Serve on the Advisory Committee for the Community Conservation Assistance Program or appoint a designee
  7. Serve on the [advisory](#) board of the NC Agricultural Development and Farmland Preservation Trust Fund.
  8. Appoint a parliamentarian prior to the beginning of the Annual Meeting.
  9. Appoint ad hoc committees and chairs from time to time as deemed necessary to carry out the work of the Association.
  10. Appoint the Audit Committee at the Fall NCASWCD Executive Meeting, consisting of 3 Supervisors to be reported by following Annual Meeting.
  11. Serve on the Budget Committee

**FIRST VICE PRESIDENT**

1. Work with the Chair of Legislative Committee to see that relevant resolutions are presented to the Legislature.
2. Select Committee Chairs for the next program year no later than September 15. Hold a meeting for the committee chairs on the first Wednesday in December.
3. Preside over Supervisor Breakfast and Business Meeting at Annual Meeting.
4. Serve as a member of State Soil & Water Conservation Commission.

5. Serve as a board member of the NC Foundation for Soil and Water Conservation.
6. Select site and/or begin planning for the Annual Meeting for the year for which he/she is President. Select a planning committee as appropriate.
7. Attend National and Southeast NACD meetings, the NACD Legislative Conference and national NACD leadership conferences.
8. Serve on the Budget Committee.

#### **SECOND VICE PRESIDENT**

1. Coordinate activity of all committees with exception of Legislative Committee and report out to the Executive Committee regarding committee activity.
2. Select the site of the Annual Meeting for the year when the 2<sup>nd</sup> Vice President will become President.
3. Attend National and Southeast NACD meetings and the NACD Legislative Conference as requested by the President.

#### **SECRETARY**

1. Keep Minutes of all official meetings of the Association, to include Executive Committee meetings, special called meetings, and meetings via teleconference.

#### **TREASURER**

1. Receive and account for all monies and expenditures as may be directed by the President and approved by Executive Committee.
2. Perform other functions when called upon by President or Executive Committee.
3. Assist the chair of the Finance Committee with preparation of a proposed budget prior to each Annual Meeting.
4. Assist the Audit Committee, as appointed by the President, with the annual audit of the Association's finances.
5. Serve on the Budget Committee

### **ASSISTANT TREASURER**

1. To assist the Treasurer and serve in his/her absence.
2. To serve on the Budget Committee.

### **FINANCE COMMITTEE CHAIR**

1. Develop a proposed budget to present at the Annual Meeting for the upcoming year.
2. Coordinate with the Treasurer regarding the annual audit of the Association's finances.
3. Coordinate all activities of the Finance Committee and facilitate meeting of the Finance Committee at the Annual Meeting.
4. Serve on the NCASWCD Executive Committee
5. Serve on the Budget Committee.

### **LEGISLATIVE COMMITTEE CHAIR**

1. Coordinate the activities of the Legislative Committee.
2. Plan the Legislative Luncheon at the Annual Meeting.
3. Coordinate and plan the Legislative Awareness Day if applicable.
4. Serve on the NCASWCD Executive Committee

### **AREA CHAIR**

1. Serve as a member of the Association's Executive Committee. This Committee meets four times a year – once in the Spring, in the Fall, on the Sunday of the Annual Meeting, and on the Wednesday following the Annual Meeting. Participate in teleconferences as called. You should plan to attend all meetings of the Executive Committee.
2. Plan area meetings in conjunction with the respective [Area-Regional](#) Coordinator—typically one in the Spring and one in the Fall. Staff is available to provide

assistance but the Chair should be actively involved in planning the meeting, developing the program, etc.

3. Plan Area Executive Committee meetings in conjunction with [Area-Regional](#) Coordinator.
4. Secure judges and set dates for judging Area poster, essay and public speaking contests. Responsible for mailing names of winners to the Division of Soil and Water Conservation by April 1. Secure counselor(s) for the Resource Conservation Workshop. This workshop is for rising junior and senior high school students and is held on the campus of North Carolina State University the last week of June each year.
5. Select a judging team to determine Area Conservation Farm Family of the Year and complete judging between May 15 and June 15. Districts are to submit names of their winners to you by May 15. Submit name of area winner to the [Division of Soil and Water Conservation Association office](#) by June 15.
6. Coordinate, as appropriate, with the Area Nominating Committee to secure Area Delegates and Alternates for Standing Committees.
7. Appoint a representative (per by-laws) to the Nominating Committee before or during the fall area meeting to serve at the upcoming Annual meeting. Inform the [Division Association](#) and the Chair of the Nominating Committee (Immediate Past President) of this appointment.
8. Responsible for reporting the Area's nomination for a Commission seat, as applicable during any given year, to the Chairman of the Nominating Committee (Immediate Past President) of the Association not less than 30 days prior to the convening of the Annual Meeting.
9. Responsible for reporting the Area's nomination for Second Vice President, as applicable during any given year, to the Chairman of the Nominating Committee (Immediate Past President) of the Association not less than 30 days prior to the convening of the Annual Meeting.
10. Forward resolutions approved at the area level to the Association Executive Director by November 20 of each year.
11. Responsible for coordinating area wide events and meetings, such as the Area Envirothon and Area District Issues meeting as examples, with the assistance of the [Area-Regional](#) Coordinator.

[Area-Regional](#) Coordinators are available to assist the Area Chairs in performing their duties. It is recommended that the incoming Area Chair meet with their respective [Area](#)

[Regional](#) Coordinator as soon as possible after the fall election to discuss in greater detail the general duties described above. While overall responsibility belongs to the Area Chair, certain duties may be delegated to other area officers, as per area policy.

## II. Area Meeting Schedules

In order to avoid scheduling conflicts, the following template is provided for spring and fall area meetings and will be followed as closely as possible. In the event an area must deviate from this schedule, the alternate date will not overlap with the meeting date that has been established for another area and the area making a change will inform all partners, as soon as possible, of the date change.

NC – SPRING Area Meeting Dates

		Monday	Tuesday	Wednesday	Thursday	Friday
FEBRUARY	1st					
	2nd				<del>Area 7</del>	
	3rd				Area 5	
	4th			Area 7	Area 4	

Formatted: Strikethrough

		Monday	Tuesday	Wednesday	Thursday	Friday
MARCH	1st		Area 1	Area 8	Area 3	
	2nd		Area 6		Area 2	
	3rd					
	4th					

NC – FALL Area Meeting Dates

		Monday	Tuesday	Wednesday	Thursday	Friday
OCTOBER	1st					
	2nd		Area 1	Area 8	Area 2	
	3rd		Area 6			
	4th				Area 3	

		Monday	Tuesday	Wednesday	Thursday	Friday
NOVEMBER	1st					
	2nd				Area 5	
	3rd		Area 7		Area 4	

	4th					
--	-----	--	--	--	--	--

### III. Budget and Finance Operating Procedure; Fiscal Accountability

1. The Finance Committee will formalize a budget for the Association and consider all resolutions which have funding implications during the Finance Committee meeting at the Annual Meeting. The Executive Committee will establish rules covering the disbursement of Association funds for paying travel expenses of Association officers, Association staff, and supervisors in carrying out authorized duties and responsibilities. Also, the Executive Committee and President will handle the interpretation of rules and any requests for the purchase of special items.
2. A budget committee will be established as a subcommittee of the Finance Committee. Members of this committee will include:

President  
 First Vice-President  
 Treasurer  
 Assistant Treasurer  
 Chairman & Vice-Chairman of Finance Committee  
 Advisors: Executive Director, and selected Area-Regional  
 Coordinators as appropriate

This committee will meet in December and formalize a budget prior to the Annual Meeting of the Association. Any resolutions which need funding must be sent to this committee prior to its December meeting or the funding will not be considered until the next budget year.

The fiscal year of the Association will be December 1 through November 30 each year. The Treasurer will close out the books of the Association each year on November 30 so that preliminary audit statements will be available to the Audit and Budget Committees.

3. From December 1 until the annual budget is approved at the Association annual meeting, the Treasurer, or Assistant Treasurer in an acting capacity, may pay any expenditure less than \$2000 to carry on the day to day operations of the Association if such expenditure is in accordance with the proposed budget developed by the Budget Committee. Any expenditure exceeding \$2000 may be made upon mutual agreement by the Treasurer (or Assistant Treasurer) and the President (or 1st Vice President acting in the absence or incapacity of the President). Regardless of amount, the Treasurer shall report any expenses made paid since December 1 to the Finance Committee during the

Formatted: Indent: Left: 0"

Committee's meeting at the Association's annual meeting for proper inclusion in the budget. With adequate fund availability, excepted from this policy are the salary and expenses for the Executive Director or other Association employees as such expenses are a continuing obligation of the Association and are provided for through a restricted line item in the budget.

3. The budget structure will include the following:
  - a. Line items for travel expenses for Association officers, committee officers and delegates will be subdivided as follows to more accurately reflect expenditure:
    - i. Travel Expense for Association Committee Officers & Delegates
    - ii. Expenses of the President
    - iii. Expenses of the Vice Presidents
    - iv. Teacher's Travel State Meeting
    - v. NACD Board Member
    - vi. Alternate NACD Board Member
    - vii. Envirothon Chairman Expenses
  - b. As a minimum, line items for Association Income will be subdivided as follows to more accurately reflect sources of income:
    - i. Cash Balance Brought Forward
    - ii. Dues From Districts
    - iii. Past Due Dues-Districts
    - iv. Assn. Income – State Convention
    - v. Interest Income – Checking Acct.
    - vi. Check Exchange
    - vii. Endowment Fund
    - viii. Expo
    - ix. Raffle Income
    - x. Workshops/Grants
  - c. Line items for Association expense will show as a minimum, the following major expenditures:
    - i. NACD Assessments or Dues
    - ii. Travel Expenses NACD National Meeting
    - iii. Travel Expenses SE Regional Meeting
    - iv. Travel Expenses Committee Meetings
    - v. Expenses of the President
    - vi. Expenses of the Vice Presidents
    - vii. Travel Expenses NACD Board Member
    - viii. Travel Expenses NACD Alt. Board Member

- ~~ix.~~ [Envirothon Chairman Expenses](#)
- ~~x.~~ Expenses of NC Association Annual Meeting
- ~~xi.~~ [Teacher Travel State Meeting](#)
- ~~xii.~~ Miscellaneous
- ~~xiii.~~ Expenses of the Treasurer
- ~~xiv.~~ Education Awards
- ~~xv.~~ Auxiliary
- ~~xvi.~~ [Endowment Fund](#)
- ~~xvii.~~ FFA Land Judging
- ~~xviii.~~ NCDEA Donation for Secretarial Assistance
- ~~xix.~~ Registration Refund
- ~~xx.~~ Envirothon Support
- ~~xxi.~~ [Food, Land, & People Support](#)
- ~~xxii.~~ State Fair Booth/Mtn. State Fair Booth
- ~~xxiii.~~ Expo
- ~~xxiv.~~ [Conservation Awareness Day Support](#)
- ~~xxv.~~ Farm Family Celebration
- ~~xxvi.~~ Farm Family ~~Meal Expense State Invitations~~ [Prize Money](#)
- ~~xxvii.~~ Raffle
- ~~xxviii.~~ Administrative Assistant
- ~~xxix.~~ Executive Director salary and expenses
- ~~xxx.~~ [Website Update Marketing and Outreach](#)
- ~~xxxi.~~ Contingency funds

4. Both temporarily and permanently restricted funds held in the Association checking account will be accounted for in a similar fashion as all other funds held by the Association. Restricted fund categories include, by example only; Envirothon, Conservation Employee Training (formerly DEW), Project Food Land and People, Resource Conservation Workshop, Conservation Awareness Day, and the Executive Director Initiative. Accountability for such funds will include an annual budget which projects income and expected expenditures for the coming year. The annual budget will be provided to the Chair of the Finance Committee and the Treasurer by December 1 of each calendar year. Such budget will be considered by the Budget Committee and will be provided to the Finance Committee for consideration during the Annual Meeting. Upon approval of the overall Association budget by the Association body, including temporarily and permanently restricted accounts, approved budgets for all restricted accounts will be returned to the chair and primary advisor(s) of the committee which utilizes the restricted account. Itemized actual expenses will be tracked and compared to projected expenditures and a year-end accounting will be provided to the Chair of the Finance Committee and the Treasurer by November 30 of each year. Such accounting is the responsibility of the supervisor chairing the committee which utilizes the restricted account(s) and/or staff advisor as appropriate.

5. The N. C. Association of Soil and Water Conservation Districts (Association) will reimburse actual expenses for travel for approved Association business, not to exceed the state's rate for travel reimbursement, as long as funds are available in the budgeted line item. Deviation from state rates may be considered on a case by case basis and must be approved by the President in advance of travel.

- A. Voucher – Expenses should be listed on the official Association Expense Voucher. (Note: This voucher is different from the voucher used by supervisors to request reimbursement from the Division for board meetings, annual meeting, and area meetings.)
- B. Deadlines – Expenses should be listed on the approved form and mailed to the Association's Treasurer within 30 days after the approved travel has occurred. Vouchers will be processed for payment by the Association Treasurer as soon as possible after receipt.
- C. Official Meetings - Regular official meetings for which advanced approval is given for attendance are listed below. All other meetings require approval in advance by the President and/or Executive Committee.

- i. Executive Committee Meetings – For Executive Committee members, official designated representatives, and Association staff.

- ii. National Association of Conservation Districts (NACD) National and Regional Meetings – For approved Officers of the Association, official committee delegates, and Association staff. Committee delegates are selected in committee meetings at the Annual Meeting each year.

A delegate and an alternate will be selected from each committee, with the exception of the Finance Committee, for both the National NACD meeting and the Southeast ~~Regional~~ NACD meeting. Once selected, delegates can only be substituted, with a unanimous agreement, between the Committee Chairman, President of the Association, and the Association Treasurer. Each delegate should submit a written or oral report at the next meeting of the committee he or she is representing.

- iii. Standing Committee Meetings and Adhoc Committee Meetings – Advance approval is given for standing committee chairs and official area delegates to be reimbursed for expenses associated with one official meeting of the committee, falling outside the annual meeting. Such meetings are generally held during the summer. Travel reimbursement for adhoc committee members is authorized for only those adhoc committees authorized and appointed by the President or the Executive Committee.

6. Official Travel – Travel for the following officers and staff is authorized:

President – All 16 Area Meetings, two Executive Committee meetings, any special committee meetings, NACD [Annual-National](#) and Southeast [Regional](#) meetings, NACD Legislative Conference, Conservation Farm Family judging, Resource Conservation Workshop, [District Employee's Workshop](#)[Conservation Employee Training](#), and on any other official business.

1<sup>st</sup> Vice-President - Any Area Meeting or any other official meeting at the request of the President. Travel to determine facility, location, and planning of his or her Annual Meeting.

2<sup>nd</sup> Vice-President – Any Area meeting or any other official meeting at the request of the President. Travel to determine facility, location, and planning of his or her Annual Meeting.

Executive Director - All 16 Area Meetings, two Executive Committee meetings, any special or adhoc committee meetings, NACD [Annual-National](#) and Southeast [Regional](#) meetings, NACD Legislative Conference, in-state travel when providing direct assistance to local districts, travel when conducting official business of the Association and representing the Association at meetings and conferences, and on any other official business as approved by the President.

7. Materials – Materials and supplies needed for the Association office and for the conduct of Association business may be purchased without prior approval if the cost of such item(s) is \$250 or less. Purchases costing more than \$250 must be approved by the President. For major purchases costing more than \$1000, the bidding process should be used when applicable and appropriate.
8. For temporarily and permanently restricted funds, the chair of the committee utilizing such funds is authorized to purchase materials and supplies according to the proposed budget as approved by the Association. Capitalized property purchases which have an average dollar value of \$500.00 or more and a life expectancy of one year or more must be approved by the President in advance of the purchase.
9. Challenges – Anyone wishing to challenge a claim disallowance may petition the Executive Committee.
10. Rates – The Association will reimburse official travel expenses based on actual expense not to exceed the current state rate. Special authorization may be given by the President to exceed state rates on a case by case basis but must be in advance of the actual travel.
11. Availability of Funds – Travel reimbursement is subject to the availability of funds.

#### [IV. Area Budget and Fiscal Operating Procedure](#)

Formatted: Font: 16 pt

Formatted: Font: 16 pt

1. The fiscal year of each Area of the Association will be the same as that of the parent Association, December 1 through November 30. Each year the Area Treasurer will close out and reconcile the Area's books as of November 30 such that financial information will be available to the Association Audit and Budget Committee by December 10.

2. Area funds may be deposited in an account separate from that of the Association upon decision of the Area and knowledge of the Association. Funds in an Area account will be considered by the Association to be "fully restricted funds" and will be available and accessible according to that Area's policy which shall not be in conflict with the Association's purpose and shall be in full compliance with Article XIII of the Association's Articles..

3. Although deposited in another account, each year all Area funds will be accounted for and displayed in the Association's overall budget. Such funds will be separated by Area and will be clearly identified in the Association budget. Area funds will be accounted for in a similar fashion as all other funds held by the Association and will include general funds held by the Area and all special purpose funds held at the Area level such as those for the Envirothon and/or other special purposes, whether in the same or a different account. Accountability for all Area funds will include an annual budget which projects income and expected expenditures for the coming year. The annual budget will be provided to the Chair of the Association's Finance Committee and the Treasurer by December 10 of each calendar year. Such budget will be considered by the Association Budget Committee and will be provided to the Finance Committee for consideration during the Annual Meeting. Upon approval of the overall Association budget by the Association body, including all Area funds, approved budgets for all Area accounts will be returned to the Area Chair. During the year the Area Treasurer shall track itemized actual expenses and compare those to projected expenditures. The Area Treasurer shall provide a year-end (Nov 30) accounting to the chair of the Finance Committee and the Association's Treasurer by December 10 of each year.

4. From December 1 until the annual budget is approved at the Association annual meeting, an Area may pay expenditures from the Area account if consistent with their draft budget. The Area Treasurer shall report such expenditures to the Finance Committee for proper inclusion in the budget that is being considered during the annual meeting..

5. Association funds, including all Area funds, will be audited per Association policy and all funds will be included in the Association's tax return filed with the Internal Revenue Service (Form 990)..

#### V. Raffles Under The Association's 501(c)3 Designation

North Carolina General Statute 14-309.15 limits each nonprofit organization to two (2) raffles per year. Entities such as the eight (8) Areas, the Envirothon Committee, and etc. all fall under the parent Association as they do not have standalone 501(c)3 designation.

- Formatted: Font: 12 pt

- Formatted: Font: 16 pt
- Formatted: Font: 16 pt

Therefore, all raffles conducted by the collection of these entities are accountable under the Association's single tax ID number and nonprofit designation and therefore are limited to not more than two (2) in any one given year.

1. Before any entity listed above or any other entity having a similar relationship with the Association initiates the conduct of a raffle, permission must be granted by the Association Executive Committee.

2. Proceeds and expenses from any raffle must be clearly accounted for in the entity's budget and financial statement which is provided to the Association.

## VI. Use Of The Association's Tax ID Number and 501(c)3 Designation

1. Any entity falling under the parent Association (Area, Association standing or special committee, individual District, etc.) must have prior approval from the Association Executive Committee before using the Association's tax ID and/or 501(c)3 designation to apply for grants, seek donations and contributions, secure goods and services, or otherwise use such information to create a financial or other advantage.

2. Approval requests to the Association Executive Committee must be in writing and must include to whom the tax number/nonprofit status will be provided, the purpose, the time frame it will be used, a proposed budget if funds are involved, and a project brief if a grant is involved.

## **IV. Affiliate/Non-voting Memberships**

Article V, Section 2 of the Association's By-laws states, "The Non-Voting Class shall consist of individuals, corporate or otherwise, businesses, and non-profit organizations that elect to join the Association by making annual contributions to the Association." Such memberships will be for one year from the date of purchase. The following categories of membership are established for such members and include listed benefits at the various levels:

\$5,000+	Prime booth location at the Annual Meeting
Platinum	Logo and recognition on Association web site for 1 year Logo and recognition in the Annual Meeting program 4 full registrations for the Annual Meeting Special banquet recognition Recognition plaque with future annual medallions
\$2,500 + Gold	Good booth location at the Annual Meeting Logo and recognition on Association web site for 1 year Logo and recognition in Annual Meeting program 4 full registrations for Annual Meeting

Formatted: Font: 16 pt

Formatted: Font: 16 pt

Formatted: Indent: Left: 0"

	Special recognition at banquet Recognition plaque with future annual medallions
\$1,000+ Silver	Good booth location at Annual Meeting Logo and recognition on web site for 1 year Logo and recognition in Annual Meeting program 2 full registrations for Annual Meeting Special recognition at banquet Recognition plaque with future annual medallions
\$250	Lifetime Conservationist Letter of Appreciation
\$100	Business Membership Letter of Appreciation
\$25	Conservationist Membership (Individual) Letter of Appreciation
\$15	Student Membership Letter of Appreciation

## V. Executive Director Position

The Executive Director will report directly to the incumbent President of the Association but will receive overall guidance and direction from the Association's Executive Committee. A Personnel Committee will be established to oversee the Executive Director position and this Committee will be made up of the Immediate Past President, the President, the First Vice-president, the Second Vice-president, and the Treasurer of the Association. The incumbent President will serve as chair of the Personnel Committee. The Personnel Committee is collectively responsible for the performance evaluation of the Executive Director but the performance evaluation will be discussed with the Executive Director by the President, assuming the performance rating is at least satisfactory. Any recommendations for an unsatisfactory performance rating, disciplinary action, adjustments to salary or benefits, merit awards, bonuses, or other such actions will be made to the Executive Committee by the chair of the Personnel Committee and a decision made prior to discussions with the employee.

The position will operate within the following position description while recognizing that, from time to time, minor adjustments in duties and responsibilities may be necessary. Such adjustments will be approved by the President and/or the Executive Committee.

### POSITION DESCRIPTION

**POSITION SUMMARY:**

The professional staff person will be the chief administrative officer for the Association (NCASWCD) and will answer to the Association's President and Executive Committee. The employee will handle day-to-day activities and supervise office operations for the Association. The employee will also have staff leadership for implementing the policies and goals of the Association.

**PROPOSED DUTIES:**

1. Provide day-to-day support for the Association President and other officers as needed.
2. Develop and maintain good working relationships with members of the General Assembly, Congress and their staffs, government agencies, and other public and private organizations with related interests.
3. Plan and coordinate all aspects of the Association's Annual Statewide Meeting.
4. Plan and coordinate spring and fall Association Executive Committee meetings and other special meetings and conferences as directed by the President.
5. Coordinate work of the Association's eight Standing Committees and ad hoc committees.
6. Represent the Association at public functions and governmental meetings in the absence of the President or First Vice-President.
7. Coordinate the contests, awards and recognition programs of the Association.
8. Coordinate workshops and training programs sponsored by the Association.
9. Coordinate implementation of action items contained in the Association's Policies, Positions and Action Items publication.
10. Direct the development of fund raising and grant proposals that benefit the Association or compliment its activities.
11. Identify and evaluate issues facing the Association and its member Districts. Track issues through State statute creation or amendment, rulemaking, program guidelines and policy making that have the potential to impact operations and programs of the Association or its member Districts.
12. Coordinate the development and maintenance of a long range Strategic Plan to guide the overall program and operations of the Association.
13. Coordinate a marketing effort reflecting and representing interests of the Association.
14. Plan and conduct promotions, events, tours and displays for the Association.
15. Provide onsite consultation with District Supervisors on Association initiatives, new program proposals and matters of interest to the Association.
16. Assist the Association's Treasurer and Finance Committee to prepare and administer the annual operating budget of the Association.
17. Handle correspondence for the President and other officers of the Association as needed.
18. Handle day-to-day relations and liaison for the Association with other organizations, agencies and special interest groups.
19. Make recommendations to the Executive Committee for changes in the Association's organization or program emphasis.
20. Handle other administrative responsibilities as assigned by the President and Executive Committee.

**SUPERVISION:**

The professional staff person will work under the supervision of the Association's President with general guidance provided by the Executive Committee. The incumbent may exercise significant individual initiative in implementing programs, policies and procedures of the Association. The employee will be evaluated by the Personnel Committee chaired by the President, such evaluation to be reported to the Executive Committee.

Adopted January 6, 2013 at an official meeting of the Executive Committee.

Ratified by the Association membership at the 2014 Annual Meeting's business session held on January 7, 2014 in Asheville, NC.

A handwritten signature in black ink that reads "Tommy Houser". The signature is written in a cursive, flowing style.

Tommy Houser  
President