

## **DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors should function in a unified democratic manner giving due consideration to any and all issues brought before it by any member of the Society. It is the duty of the Board of Directors to uphold the Bylaws, as well as the policies adopted by the membership of the Society.

The primary specific duties of the Board of Directors are spelled out in the NCSRT, Inc. Bylaws.

### **ORGANIZATION**

The composition of the Board of Directors is established in the Society Bylaws. The immediate Past-President shall serve as Chairman of the Board.

### **MEETINGS**

1. Meetings of the Board of Directors shall be called by Board Members for the purpose of transacting the business of the Society, and may be attended by all members.
2. A Board of Directors meeting schedule shall be given out to all incoming board members at the Annual Conference.
3. The Board of Directors functions under majority rule.
4. The attendance of a majority of the voting Board of Directors members constitutes a quorum.
5. Meetings of the Board of Directors will be in accordance with Society Bylaws.
6. Meetings are conducted by the Chairman of the Board.

### **OTHER DUTIES**

Other duties of the board members are as follows:

1. Shall vote on all issues requiring Board approval.
2. Shall authorize expenditures.
3. Shall maintain open communication with all elected officers offering advice where needed, and ascertain if the duties of each office are being fulfilled.
4. The Board shall appoint ex-officio members annually whose terms shall be consistent with the organizational fiscal year. (See Organizational Chart)
5. Shall approve the budgets for all Society meetings.
6. Shall annually review the recommendations for any change in officer/committee guidelines prior to leaving office.
7. Shall review minutes of Board activities.
8. Shall select the Reeves-Rousseau candidate from recommendations by the Honors Committee.
9. Shall unanimously recommend Life Member candidates to the membership for a vote based on recommendations from Honors Committee.

10. Shall unanimously recommend Honorary Member candidates to the membership for a vote based on recommendations from Honors Committee.
11. Shall evaluate committee recommendations and direct new projects.
12. Shall be available to any member or group of members who might wish to meet at the Annual Conference or on special request.
13. Shall annually review and revise, as needed, the Official Guidelines of the Society.
14. Shall be the responsibility of each board member to obtain all information from meetings not attended.

## **ASSETS**

1. The Board of Directors is responsible for all money and other valuables of the Society. Money or belongings of the Society shall not be expended or disposed of without the approval of the Board of Directors.
2. The Board of Directors must see that a financial report is given to the membership at the Annual Conference.
3. The Board of Directors shall present to the membership an adopted budget at the Annual Conference.

## **BOARD ORIENTATION**

The Board of Directors shall provide a time to exchange files immediately following induction of newly elected officers. It shall be the obligation of the outgoing officers to offer written suggestions and provide contact information to the newly elected officers that will help them to fulfill their responsibilities during their tenure. An orientation shall be conducted at the first board meeting.

ADOPTED: November, 1991

REVIEWED: March 2009  
January 2011

REVISED: October 2007