



NOCCA Executive Board Position/Service Descriptions

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Please visit our website at www.noccassoc.org.



BRIEF OVERVIEW

The Officers of the Association shall be the President, Vice President, Secretary and Treasurer, who shall also serve as Trustees of the Association. Officers of the Association must be active members of the organization.

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, four (4) At-Large Members and the Immediate Past President. The Executive Board shall meet at the call of the President and at such other times as may be necessary upon a majority vote of the members of the Executive Board.

The President, Vice President, Treasurer and Secretary shall serve for not more than two (2) years in succession in their respective office.

Officers and the four (4) At-Large Members, elected at the annual meeting in the first quarter of each year, shall take office at once and serve for one year or until their successors have been duly elected and qualified.

A majority of the members of the Executive Board shall constitute a quorum to transact business at an Executive Board meeting.

Executive Board meetings shall take place at least once a month at a time and place designated by the Executive Board. Regular meetings of the Association shall be held at least quarterly at such time and place to be determined by the Executive Board. The annual meeting of the Association shall be held during the first quarter of each year.

Not more than one (1) representative from each municipality shall serve as an Officer or Member of the Executive Board at the same time. The Executive Board shall consist of the Officers, the four (4) At-Large Members and the Immediate Past President.

Any Executive Board Member missing more than four (4) consecutive board meetings shall come before the Executive Board for review and any necessary action.

The Executive Board of the Association is empowered to fill any vacancy in an elective office by appointment for the unexpired term of said office.



BRIEF OVERVIEW *(continued)*

In addition to the standing committees appointed by the Executive Board under Article 7 of the Bylaws, the Executive Board shall have the authority to create advisory boards and/or seek assistance of advisors at such times as they deem necessary for the completion of their responsibilities or in furtherance of the purpose of this Association.

STANDING COMMITTEES

- 1. Program:** coordinate and develop the programs for all forums of the association with assistance from the executive board.
- 2. Membership:** actively recruit new membership from Council/City and for Associate membership.
- 3. Public Relations:** actively promote NOCCA in the media, at public events, and other appropriate times and places.
- 4. Publications:** edit and solicit articles for newsletter from board members and membership and coordinate with secretary for distribution.
- 5. Municipal Topics:** write short quarterly articles on issues of interest to membership from topics to be presented at upcoming forums and/or any current issue. Coordinate with secretary for deadlines.
- 6. Website:** assist secretary with the maintenance and updating of the website to ensure that it is kept current.
- 7. Nominating:** actively recruit candidates to run for NOCCA office and the Nominating Committee (board member can serve as board liaison).



SUMMARY OF NOCCA HISTORY

Realizing the need for a unified voice, The Greater Cleveland Suburban Council Association, Inc. (GCSCA) was formed in 1989 as a voluntary membership organization dedicated to the preservation of the values and integrity of local government and democracy. As the organization grew, Cleveland City Council became a part of the organization, and it was necessary to reflect that the organization was no longer “suburban.” On October 20, 2003, the membership voted to change the name to the Northeast Ohio City Council Association, Inc. (NOCCA).

NOCCA provides membership opportunities:

- to meet and greet colleagues on Councils from all corners of northeast Ohio,
- to participate in forums on relevant municipal topics throughout the year,
- to receive publications, such as the NOCCA Newsletter and forum videos,
- to apply for scholarship funds for individual members to attend Council training sessions from the National League of Cities, Ohio Municipal League, Cleveland State University, and others.

Since its inception in 1989, NOCCA membership has grown considerably with more than 250 sitting Council members representing cities, villages and townships throughout Northeast Ohio.



PRACTICES AND TRADITIONS

A. Board Meetings

1. Board Meetings are normally held on the second Saturday morning of each month from 8:30 to 10:30 a.m.
2. President develops Board Meeting Agenda and may electronically distribute before the Board Meeting.
3. The Agenda format should contain:
 - a. Attendance
 - b. Call to Order Time
 - c. Previous Meeting's Minutes
 - d. Treasurer's Report
 - e. Vice President/Program Committee Report
 - f. Standing Committee Reports
 - (1) Nominating
 - (2) Membership
 - (3) Website
 - (4) Public Relations
 - (5) Municipal Topics/Community Networking
 - (6) Publications
 - g. Old Business
 - h. New Business
 - i. Next Board Meeting Date, Time, Place
 - j. Adjournment
4. A copy of a sample agenda format is attached.
5. Minutes are taken by the Secretary or Administrative Assistant.
6. Light refreshments, continental breakfast, coffee, tea, water may be provided.



PRACTICES AND TRADITIONS *(continued)*

B. All Forums

1. The President and Vice President shall set up a forum events timeline.
2. The Secretary or the Contracted Administrative Assistant converts the timeline into a forum meeting program. The program may be printed and distributed at the forum.
3. President, Administrative Assistant or a member of Executive Board will bring the NOCCA banner.
4. Board members are assigned to the registration table.
5. The NOCCA banner is retrieved by a member of the Executive Board at the end of each forum.

C. Forums With Light Refreshment

1. A Board member is assigned to set up light refreshments such as dessert coffee, tea and water.
2. The President introduces the speaker.
3. Board members may be assigned microphones during Q & A sessions.
4. The President closes the meeting and mentions the next forum subject and date.

D. Forums With Dinner

1. Usually there are only two dinner forums each year when dinner is served. The first one is usually the annual meeting in January/February and the other is in early fall.
2. Board Members are assigned the following functions:
 - a. President welcomes members, guests and speaker(s).
 - b. Board member presents an invocation.
 - c. Board member leads the pledge of allegiance.
 - d. Board member presents a benediction at the end of the forum.
 - e. President closes the meeting and mentions next forum subject and date.

E. Attachment

Sample Board Meeting Agenda format.



BOARD MEETING AGENDA

DATE: (Saturday) TIME: 8:30 am – 10:30 am LOCATION: _____

1. Attendance

Board Members: _____
Nominating Committee Members: _____
Excused: _____

2. Call to Order

Time: _____

3. Previous Minutes

- a. Entertain motion for approval of the minutes on _____
- b. Changes to minutes
- c. Approval of minutes

4. Treasurer's Report

- a. Checking Account Balance \$ _____ as of _____
- b. Savings Account Balance \$ _____ as of _____
- c. Dues Update: Total Number of Members _____
- d. Other: _____
- e. Motion to Accept Report

5. Program Committee Report

- a. Update on currently planned forum
- b. Update on plans next forum or event
- c. Discussion on plans for future forums/activities

6. Standing Committee Reports

- a. Nominating Committee
- b. Membership Committee
- c. Website
- d. Public Relations Committee
- e. Municipal Topics/Community Networking
- f. Publications (Newsletter, Flyers, Other)

7. Old Business

8. New Business

9. Next Board Meeting

(Date) _____ (Time) _____ (Place) _____

10. Adjournment

Time: _____



PRESIDENT

A. Length of Term:

One year (NOCCA Annual Meeting to NOCCA Annual Meeting).

B. Position Function:

The President provides leadership and direction to NOCCA for his/her term of office.

C. Principle Responsibilities:

1. Presides at all NOCCA forums, gatherings.
2. Presides and sets the agenda for all NOCCA Executive Board Meetings.
3. Appoints members of the Executive Board to Committees and Tasks undertaken by the Executive Board.
4. Coordinates and facilitates communication amongst Board members and outside organizations.
5. Writes President's Column for NOCCA newsletters.
6. Maintains the forum call list.
7. Maintains the NOCCA banner displayed at all NOCCA forums and gatherings.
8. Contacts other organizations on NOCCA's behalf.
9. Replies to media articles, etc., regarding matters of concern to NOCCA membership.
10. Signs NOCCA checks along with other NOCCA Board Members so designated.



VICE PRESIDENT

A. Length of Term:

One year (NOCCA Annual Meeting to NOCCA Annual Meeting).

B. Position Function:

The Vice President develops ideas, plans, and dates for all forums during his/her term.

C. Principle Responsibilities:

1. Presents ideas, dates, and plans for forum topics to the NOCCA Executive Board for discussion, action and approval.
2. Makes contact with forum speakers to confirm topics and dates.
3. Keeps Executive Board abreast electronically and at board meetings of progress and possible forum program changes.
4. Performs the function and responsibilities of the President during his/her absence.
5. Signs NOCCA checks along with other NOCCA Board Members so designated.



TREASURER

A. Length of Term:

One year (NOCCA Annual Meeting to NOCCA Annual Meeting).

B. Position Function:

Directly responsible for the receipt, care, disbursement, reporting and integrity of all NOCCA accounts.

C. Principle Responsibilities:

1. Maintains proper accounting of all receipts and expenditures from accounts operated by and for NOCCA.
2. Communicates all significant financial activity and results to NOCCA officers.
3. Receives financial documents and dues from, and communicates with, Contracted Administrative Assistant to ensure timely posting and recording of income/expense correspondence.
4. Submits payment to NOCCA suppliers and vendors on a timely basis.
5. Prepares a monthly reconciliation of all bank accounts and financial statements for Executive Board approval.
6. Prepares and presents an annual financial statement of the NOCCA accounts to membership at the annual meeting/forum.
7. Develops and maintains a detailed account of treasurer's activity and compiles an officer notebook to educate future NOCCA treasurers and officers.
8. Adheres to policies set by the NOCCA Executive Board.
9. Maintains detailed information of all monetary transactions for audit trail purposes.
10. Prepares and ensures that all documents required for an annual audit by an outside auditor are ready and available.
11. Signs NOCCA checks along with other NOCCA Board Members so designated.



SECRETARY

A. Length of Term:

One year (NOCCA Annual Meeting to NOCCA Annual Meeting).

B. Position Function:

The Secretary manages information, communications and non-financial records management for NOCCA.

C. Principle Responsibilities:

1. Provides for, or takes minutes and notes, at all board meetings and forums.
2. Maintains and/or oversees the maintenance of accurate, timely, and complete non-financial records and official documents.
3. Receives, sorts, distributes and accepts on behalf of NOCCA all communications that require deliberation and consideration by the NOCCA Executive Board.
4. Manages, prepares and/or oversees the preparation, proofing, and editing of the NOCCA membership directory, newsletters, forum flyers and other written communications as directed by the NOCCA Board.
5. Serves as the Executive Board liaison to the Contracted Administrative Assistant and Web Site Designer.
6. Signs NOCCA checks along with other NOCCA Board Members so designated.



AT-LARGE BOARD MEMBER

A. Length of Term:

1. One Year (NOCCA Annual meeting to NOCCA Annual Meeting), 4 members.
2. Assignments accepted are for a one year term. The President will make assignments with the consent of a majority of the board. Assignments will normally be assigned at the beginning of the term of office. However, they may be changed or added to during the year as circumstances warrant and as deemed appropriate by the President, along with the consent of a majority of the Executive Board.

B. Position Function:

Assist NOCCA officers in the planning, promotion and monitoring of NOCCA's mission, services, policies and forums by serving on standing committees, on specific program/forum assignments and/or as a liaison or a representative to other groups.

C. Principle Responsibilities:

1. Attend and actively participate in NOCCA board meetings, general meetings and related events.
2. Accept assignment to a standing committee, a specific forum role, as a liaison to a specific organization, to represent NOCCA to a particular group, organization or event, and/or special assignment.
3. Accept assignment to assist an officer of the board or fellow board member with the duties of his/her office or assignment.
4. Present reports to the Board at monthly meetings as appropriate to standing committee and/or specific forum assignment.
5. Present a brief annual written summary report if serving as committee chair for a standing committee and/or for specific board forum assignments that will provide background for next's years' board members-at-large.
6. Accept other duties as appropriate.



IMMEDIATE PAST PRESIDENT

A. Length of Term:

One year (NOCCA Annual Meeting to NOCCA Annual Meeting), ex-officio for the year immediately following term of office.

B. Position Function:

Provides continuity, experience and advisory capacity to the new Board from the previous Board.

C. Principle Responsibilities:

1. Actively participates at Board meetings and all NOCCA functions.
2. Participates in responsibilities described for Board Member-at-Large.



NOMINATING COMMITTEE

A. Length of Term:

One year (NOCCA Annual Meeting to NOCCA Annual Meeting) for three members.

B. Position Function:

Actively recruit members to apply for President, Vice President, Secretary, Treasurer, Board Member-at-Large (4 positions), and Nominating Committee (3 positions) for the upcoming year.

C. Principle Responsibilities:

1. Be able to explain the functions and responsibilities of NOCCA Officers and Board Members-at-Large to potential candidates by actively participating at Board meetings as the NOCCA by-laws permit.
2. Work with Board liaison to develop and execute an active recruitment plan for seeking members to apply for NOCCA office to include next year's Nominating Committee.
3. Assist Board liaison with presentation of candidates and election at the Annual Meeting in January/February.
4. Assist Board members with registration and other functions at forums and programs to ensure they run smoothly.



CONTRACTED ADMINISTRATIVE ASSISTANT

A. LENGTH OF CONTRACT

One year, renewable as per contract.

B. BOARD LIASON

The Secretary is the primary liaison between NOCCA Board and the Contracted Administrative Assistant in all matters except financial. The Board liaison for financial matters is the Treasurer.

C. SKILLS DESIRED

- a. General computer and internet skills.
- b. Able to develop and utilize databases.
- c. Able to develop and send newsletters and flyers that can be transmitted electronically.

D. EXPECTATIONS

1. Membership:
 - a. Set up and maintain the NOCCA databases for membership, mayors, council clerks to include an e-mail communication database.
 - b. Send next year's membership packets to all cities and villages on the list provided by the Secretary by mid-November of the current year.
 - c. Send reminders to Council Clerks for dues in a timely manner.
 - d. Set up and maintain Executive Board and Nominating Committee roster.
2. Annual Directory:
 - a. Compile database, mock-up, and transmit to printer.
 - b. Proofread draft and coordinate printing/mailing or e-mailing deadline.
 - c. Produce labels for mailing copies and various other mailings.
 - d. Provide updated inserts, as needed, for members to be sent via other mailings.
3. Quarterly Newsletters and Forum Flyers:
 - a. Receive draft of notice and develop mock up.
 - b. Discuss final details with Secretary.
 - c. Maintain a newsletter and forum flyer database for mailing labels.
 - d. Have printed, folded, and mailed per newsletter or flyer distribution database.



CONTRACTED ADMINISTRATIVE ASSISTANT *(continued)*

4. Forums:

- a. Take reservations and keep the Secretary abreast of the number so that seating, menu selections and refreshment orders can be finalized.
- b. Assist Board Members at registration table.

5. Board Meetings:

- a. Take Executive Board Meeting minutes and e-mail minutes of the meeting to Board Members within 10 days of the meeting.
- b. Produce back up files on a monthly basis and mail to or electronically provide them to the Secretary.
- c. Produce a prior year back up file for incoming Secretary, when/if necessary.

6. Miscellaneous:

- a. Handle organizational communications as requested.
- b. Provide facility availability information as requested.
- c. Provide proofs to Secretary prior to producing any printed material.