

## **Statewide NorCCRA Officer/Director Position Descriptions**

(July 27, 2023)

The officers of NorCCRA shall consist of a President, a Vice-president, a Secretary and a Treasurer. Alternatively, NorCCRA may elect two individuals to share the office of President as Co-Presidents in which case there shall be no Vice-President and all duties assigned hereafter to the Vice-President shall be assumed by the Co-Presidents.

A vacancy in the position of President shall be filled by the Vice-President if that officer is willing and able to serve. Vacancies in the positions of other officers or of the President, if the Vice-President is not willing or able to serve, shall be filled by vote of the Executive Committee.

**President:** The President shall:

1. preside at the Annual Meeting and meetings of the Board of Directors and the Executive Committee
2. attend and/or participate in Executive Committee, Board of Director, Annual Regional and statewide Meetings
3. be a member of the Board of Directors and the Executive Committee
4. serve as one of the primary contacts (along with the legislative committee chair) with the paid lobbyist
5. work with the legislative committee and paid lobbyist to plan and direct the NorCCRA efforts with the NC General assembly and other pertinent state agencies
6. may appoint one or more deputy members to the Executive Committee, who shall serve at the President's pleasure
7. perform other duties, rights and responsibilities as assigned by the Board of Directors or the Executive Committee
8. appoint one member from each region to the Nominating Committee, in consultation with the Chairs of the regions. The Nominating Committee is chaired by the Past President

9. accept the list of candidates from the Nominating Committee at least 30 days prior to the Annual Meeting
10. may call a special meeting of the Board with twenty (20) days' notice. Notice for all meetings shall be according to provisions contained in the Standing Rules
11. appoint the chairperson of each standing committee with the consent of the Board of Directors, which consent may be transmitted by e-mail. Members of the committee shall be appointed by the President or the Executive Committee, or when so empowered, by the chairperson of the committee.
12. may establish ad hoc committees as and when needed
13. be an ex-officio member of all committees, except the Nominating Committee
14. be authorized to sign checks in the absence of the treasurer
15. assign duties to other officers as necessary to carry out the NorCCRA mission
16. acknowledge notification by the Treasurer of any financial discrepancies
17. approve requests for reimbursement other than for direct travel to and from a scheduled meeting. The region's representative to the Executive Committee may also approve, as appropriate
18. at the option of the Executive Committee, be authorized to represent NorCCRA and attend the annual meeting of NaCCRA (National Continuing Care Residents Association) that is held in conjunction with LeadingAge
19. may appoint a Parliamentarian either for a continuing term or for specific occasions to advise and assist the President and Association members in the conduct of meetings and to serve as a consultant in the interpretation of NorCCRA Bylaws, Standing Rules and NorCCRA's Parliamentary Authority
20. The President will write and mail an individual letter welcoming each new Life Member

**Vice President:**

1. The Vice-President shall: preside in the absence of the President. The vice president shall assume the duties of the president in case of his or her temporary or permanent absence, disability, or vacancy in the office
2. be one of two NorCCRA representatives to the Multi-State continuing Care Resident Association Leadership Group
3. be the program chairperson for the NorCCRA Annual Meeting held each October
4. carry out other duties as assigned by the President and/or Executive Committee
5. oversee and advise the appointed Communication Director
6. attend Executive Committee, Board of Director, Annual Regional and statewide Meetings
7. act as the eyes and ears of the Executive Committee and/or community representatives when approached to do so
8. inform the President of information not afforded him/her by other means
9. inform the President when the Bylaws or Standing Orders are not complied with
10. effectively contribute to the operations of the organization. To do this, he/she must be involved with the work and understand the policies of the organization

**Secretary:** The Secretary shall:

1. Record Minutes: Provide a written account of significant information from the Annual Meeting, Board of Directors Meeting, and monthly

meetings of the Executive Committee, and any other special called meetings by the President or EXCOM.

- a. Submit minutes for approval by the body for which the minutes were taken.
  - b. Once minutes of the Executive Committee have been approved, email them to the Board of Directors using the Google Docs NorCCRA Representatives mailing list maintained by the Communications Director
  - c. Maintain an electronic file of minutes by fiscal year; i.e., October – September, for historical purposes.
2. Other Administrative Responsibilities: The Secretary works closely with the President and assists that individual with other administrative actions, as requested.

**Treasurer:** Per Bylaws Article V, Section 3 e, the Treasurer shall be responsible for the receipt and disbursement of all funds and recording thereof on behalf of NorCCRA as provided in the Standing Rules. See Standing Rules 1, 2, 3, 4, 5, 6, 7 and 8.

1. The Treasurer shall keep a record of all receipts and expenditures according to accepted accounting practices, preserving, for purposes of audit, all bank statements, deposit records and documentation of expenses. In the exercise of his or her duties, the Treasurer shall:
  - A. Keep all cash and/or investment funds in bank accounts approved by the Executive Committee;
  - b. Apportion and amortize membership dues income in accordance with provisions detailed within the Standing Rules;
  - c. Distribute NorCCRA funds to the Region Treasurers in accordance with provisions detailed elsewhere within these Standing Rules;
  - d. Pay all expenses by check or debit card as authorized by the budget or the Executive Committee. At the direction of the Executive Committee the Secretary shall certify to the bank the names of the Treasurer as the primary signer and the President as an alternate signer of checks.
2. The Treasurer should maintain a permanent file that includes:

- A. Copy of Articles of Incorporation
- B. Copy of IRS letter assigning our Employer Identification Number
- C. Copy of IRS letter approving NorCCRA's Sec 501 (C) 4 status
- D. Copy of each NorCCRA annual fiscal year financial report (October – September)
- E. Copy of each region's annual fiscal year report (October – September)
- F. Other financial records should be maintained for a minimum of ten years

3. Annually the treasurer should update the record showing all bank accounts opened using NorCCRA's EIN (state and regional). This record should include the name of the bank, the account number, and the names and contact information for all who have signature authority on each account.

**Region Chairs/ \*Leaders:** To facilitate maximum participation by members, the State of North Carolina shall be divided geographically by the Board of Directors into two or more Regions based on the location of facilities and the travel time needed to reach them. The number of regions and the assignment of Associated Communities to each region shall be determined by the Board of Directors. The Board of Directors shall allocate a portion of annual member dues income to each region for the support of its program.

Currently, NorCCRA is divided into three regions (East, West and Central). The Eastern Regions has a full slate of officers as detailed in the Eastern Region Bylaws and is represented by the Region Chair, whose duties are outlined in the Eastern Region bylaws.

\*Central and Western Leaders are appointed by the NorCCRA President. The following are duties of the Eastern Region Chair and the Central and Western Leaders.

1. Promote growth in membership of both CCRCs and residents of CCRCs in their respective regions.
2. Encourage the election of officers in their respective regions.
3. Facilitate the establishment of annual meetings in each of the regions.

4. Meet with Community Representatives to help them promote NorCCRA in their communities.

### **Legislative Committee Chair:**

#### **1. NC General Assembly/Congress**

- A. Along with the NorCCRA President serve as the primary contacts for the paid lobbyist
- B. Work with the legislative committee and paid lobbyist to plan and direct the NorCCRA efforts with the NC General Assembly and other relevant state agencies
- C. Initiate or monitor legislation that impacts CCRC residents. This might include finding a bill sponsor and co-sponsors to support a NorCCRA or- As a piece of legislation is moving through the legislature, craft joint letters from NorCCRA President and Legislative Chair to chairs and members of key committees stating NorCCRA's position on the issue.
- D. Negotiate with committee chairs, to present testimony to various legislative committees who are taking up the legislation.
- E. Coordinate activities with LeadingAge North Carolina and LeadingAge National when it is to our mutual benefit.

#### **2. NC Department of Insurance (DOI)**

- A. Work the Special Entities Section Manager, to let him/her know NorCCRA's viewpoint on rules and regulations as well as statutory changes.
- B. Attend meetings of the CCRC Advisory Committee.
- C. Represent NorCCRA at meetings with the DOI and LeadingAge on major revision of Chapter 58, Article 64 CCRC

#### **3. CCRC Residents**

- A. Establish a Legislative Committee to focus on legislative issues at the state and national level.

- B. Devise and implement strategies to involve NorCCRA members in educating and influencing legislators in their region to support our point of view.
- C. Develop a network of NorCCRA residents who have contacts with legislators in other parts of the state to educate them about the issues surrounding CCRCs.
- D. Promote an active network of members of the Legislative Committee, CCRC representatives to NorCCRA and Presidents of Resident Associations
- E. Speak at Resident Association meetings within the state.
- F. Speak at regional and statewide meetings of NorCCRA.
- G. Be available to respond to individual NorCCRA members on **issues.**

#### **4. Political Activities/Adopt a Legislator**

Develop a program to encourage CCRC residents to “Adopt a Legislator” in an effort to reach and educate Representatives and Senators on senior citizens needs.

\* **Communications Director:** The Communications Director shall:

1. Oversee the drafting and preparation of the quarterly issues of *The Hotline* (March, June, September, and December) each year. Solicit and seek articles, prepare copy; send draft to Executive Committee for proofing and approval; send pdf copy to printer (currently Image Mark in Gastonia. Contact is Nancy Falls -- nancy.falls@imagemarkonline.com or phone 980-251-1722.)
2. Keep **address file** of NorCCRA members responsible **for distribution of *The Hotline***, with number of hard copies wanted for their CCRC, and email address for electronic copy distribution. Image Mark mails black & white (or colored if ordered) hardcopies to this distribution list which is updated and provided each quarter when copy sent to printer. When printer mails hard copies, email color electronic copy to each CCRC contact AND to webmaster for posting on NorCCRA’s website.
3. Point of contact, with NorCCRA’s VP, to NorCCRA’s webmaster for providing **guidelines and input to website**. If someone submits something directly to webmaster, he/she seeks approval from

NorCCRA's VP and communications Director before publishing on website. Oversee website to assure content is accurate and up-to-date.

4. Oversee account and billing for website with **ConnectNC** (<https://www.connectnc.com/>). Keeper of the account password.
5. Host NorCCRA's **Zoom** account and billing, and keeper of password. For monthly Executive Committee meetings and other designated meetings (e.g. board of directors, ad hoc committees, Annual Meeting, etc.), schedule zoom meeting and send invites to participants.
6. Host the three NorCCRA (closed) **Google Groups**: Board of Directors forum; Presidents forum; and Sustainability forum. Add/delete members of the groups as needed.
7. **Coordinate** with NorCCRA EXCOM information on Google Docs of community reps or co-reps, and presidents of Residents Associations/ Councils. The communications director will invite new community reps and new resident association/council presidents to join the appropriate google groups.
8. Attend Executive Committee meetings in order to stay abreast of current issues in order to suggest and/or solicit *Hotline* articles.
9. Keep inventory of printed NorCCRA brochures, and advise Executive Committee when reprinting needed. Again, done thru Image Mark.
  - A. Before reprinting of NorCCRA brochures, review to insure current and relevant data is included. Co-ordinate any rewrites necessary.
  - B. The Google Docs named "NorCCRA Community Representatives" and "NorCCRA Council Presidents" are the official NorCCRA Directories providing contact information for Community Representatives/Board of Directors and Residence Association Presidents. It is incumbent upon each Executive Committee member to routinely review each of the directories before mailing either electronic or regular mail and to provide the Communications Director notification of any changes which need to be made in these Google Docs. When any of the officers are contacted with a change in any of these, that officer or designee should make sure the change is made by notifying the Communications Director.



\* **Director of Membership Services:** The Director of Membership Services is a paid position, and shall:

1. - Receive membership dues, prepare the checks and cash for deposit, and make bank deposits in a timely manner in the bank account designated by the Treasurer. Except in unusual circumstances, deposits should be made on or before the last day of each month.
2. - Process all membership forms as promptly as possible, at least monthly after receipt, and maintain all membership records using a standard computer database management system such as Microsoft Access.
3. - Prepare up-to-date membership lists on a quarterly basis, mail these to community representatives for verification and/or correction/updates
4. - Prepare and forward to the current NorCCRA President at the end of each month information which includes the full name(s), addresses, and the community of each new Life Membership. The President will mail an individual letter to each new Life Member
5. - Prepare appropriate labels for mailings
6. - Attend monthly (phone or Zoom) Executive Committee Meetings, Board of Directors meetings and the Annual Meeting

\* **Presidential Appointee:** The Presidential Appointee:

1. - Serves at the pleasure of the President, and normally would be expected to participate in special organization tasking and/or projects
2. - Is expected to inform the President about organizational or other information not made available by other means
3. - Is expected to attend monthly (phone or Zoom) Executive Committee Meetings, Board of Directors meetings and the Annual Meeting

**NorCCRA Web Master:** (Appointed by the President?)

Duties include, but not limited to:

1. Updating the NorCCRA website, which is hosted by ConnectNC, when advised by the NorCCRA VP and/or Communications Director

2. Be knowledgeable with html tags
3. Use a text editor to make changes to the website
4. Post updated pages using an FTP application

**NorCCRA Registered Agent:** (Appointed by the President?) By virtue of its status as a corporation, NorCCRA must have an Agent registered with the North Carolina Department of State in accordance with the provisions of Chapter 55D, Article 4 of the North Carolina General Statutes. The Registered Agent's position has no tenure limits nor need he or she be a member of NorCCRA. When and as this is necessary the Executive Committee shall have the duty and power to appoint a new Agent. The Agent's sole corporate function is to forward to the Association any notice, process, or demand that is served on the organization. In addition, the Agent may be asked to advise and assist the Board of Directors, the Executive Committee and the Officers of the Association in matters related to its corporate status.

\* = Appointed by the President

1. Image Mark in Gastonia. Contact is Nancy Falls -- nancy.falls@imagemarkonline.com or phone 980-251-1722.)
2. Webmaster, Gloria Nicholson, Carolina Meadows