

National Association of State Student Council Executive Directors

POLICY



Additional Officer Responsibilities

PRESIDENT

NASSCED Board Planning Meeting (January, February, or March)

- Information folder for all members attending meeting.
- Determine agenda and meeting time line.
- E-mail agenda and time line to all NASSCED members.
- Work with the Treasurer on a proposed budget.
- E-mail a summary of NASSCED Board Meeting to NASSCED membership.

NASSCED Summer Meeting at NASC National Conference (June)

- E-mail NASSCED members reminding them of important conference information.
- Information folder for all members attending meeting.
- Determine agenda and time line for NASSCED membership meeting.
- E-mail agenda and time line for meeting to NASSCED members.
- Work with NASC and National Conference host to arrange location for the meeting.
- E-mail a summary of NASSCED Meeting to NASSCED membership.

NASSCED Winter Meeting (December)

- Information folder and name tags for all members attending meeting.
- Determine agenda and time line for NASSCED Winter Meeting.
- E-mail agenda and time line to NASSCED members.
- Work with host and arrange all meeting rooms.
- Arrange for NASSCED Board lunch or dinner, based on when the Board meets.
- Arrange for dinner on Thursday night for general membership.
- E-mail a summary of NASSCED Winter Meeting to general membership.

VICE PRESIDENT

- Work closely with and advise the President in the planning of the NASSCED Board Planning Meeting, NASSCED Summer Meeting at the NASC National Conference, and the annual NASSCED Winter Meeting.

TREASURER

- Provide a financial report at the NASSCED Winter Meeting, NASC Conference Summer Meeting, and Winter Board Meeting.
- Prepare a working budget draft for the Board of Directors prior to each fiscal year.
- Write all checks for the organization.
- Regularly update the membership on status of paid memberships and registration for the NASSCED Winter Meeting.
- Help the President and Vice President organize and facilitate all NASSCED meetings.

WEBMASTER

- Maintain the NASSCED website, procure server hosting for the website, and maintain current registration for the “nassced.org” domain name.
- Work with the Treasurer to provide online registration for annual NASSCED Membership and Winter Meeting Registration.
- Work with the President to distribute information as he/she needs to the membership.
- Maintain a current e-mail address database and distribution lists for all NASSCED members.
- Communicate with the general membership through e-mail, the web site, and social media.

Originally passed: June 2002

Revisions: February 2015, December 2016