



Responsibilities as a Member of the NCACPA Board of Directors

Congratulations on your election to the Board of Directors! Your election represents an acknowledgment of your potential for leadership. Your election to the Board of Directors is also a recognition of your past contributions to NCACPA and your profession. The following briefly highlights responsibilities you assumed upon acceptance of a nomination to the Board of Directors of the North Carolina Association of Certified Public Accountants.

Leadership

Your profession will be presented with challenges and opportunities. Your association will expect you to address the challenges and seize the opportunities to improve the profession in North Carolina.

Preparation

Adequate information and preparation are essential to your effectiveness as a board member. The association will provide you with information to assist you in reaching conclusions and participating in the decision-making process during board meetings. Please prepare in advance. Many of the issues discussed will be complex and will require knowledge and understanding.

Meeting Attendance

Members of the board are expected to attend all regularly scheduled meetings announced at the beginning of the year. Directors who miss consecutive meetings must meet with the Chair to discuss the respective director's commitment and responsibilities, whereby the Chair will recommend to the Executive Committee if action is needed. This provision underscores the importance of your attendance at all meetings. It is essential every member of the board takes seriously his/her commitment to serve so that substantive issues may be fully addressed in a timely fashion during regularly-scheduled meetings.

Liaison Directors

The NCACPA chair will appoint members of the board to serve in such a capacity in order to enhance the flow of information to and from the board. If you are appointed as a liaison director, you will be expected to attend meetings of that committee and to report back to the board on the committee's activities. It is equally important that you advise your committee of board decisions affecting the committee and/or the membership at large, as well as association events of interest. In the event you cannot attend a particular committee meeting, you are expected to contact the committee chair for an update on what transpired at the meeting. It is your responsibility to stay current with committee's activities and to keep the committee current on the board's activities.

Public Statements

Situations may arise where you will be asked to make a public comment. It is important to note that no one other than the NCACPA chair, chief executive officer, or chief operating officer, is authorized to speak for the Board of Directors or on behalf of the association, unless expressly directed by the board. When asked to make a public statement, you are requested to direct the inquiry to the chair of the association, or chief executive officer, or chief operating officer.

Events

The association frequently sponsors events where a significant segment of the membership will be attracted and/or the association has an opportunity to gain publicity. As a member of the board and as a leader in your profession, you are encouraged to participate in these functions as often as possible. Members, particularly committee chairs and other volunteer leaders, will see your attendance as a sign of support and appreciation for their efforts.

Expenses

A policy adopted by the board (see related section) provides that expenses incurred while attending board meetings are reimbursable upon request. The reimbursement policy appears in the following section and the reimbursement form is located in the Volunteer Toolkit.

Spouse or Significant Other

It is important that your spouse or significant other enjoys your service on the Board of Directors. Social functions accompany nearly every board meeting, and you are encouraged to invite your spouse or significant other to accompany you.

Name Badge

You will be presented with a name badge identifying you as a member of the Board of Directors. This badge will also include your term of office. You are requested to keep the badge with you and to wear it proudly at all association functions. You are a leader in this profession and the badge serves to identify you to your fellow members. If you lose your badge or if it becomes damaged, please bring it to the attention of the executive assistant.

Staff

The NCACPA staff looks forward to working with you. It is important to note requests for assistance or special projects should be directed to the chief executive officer or chief operating officer (rather than to a specific staff person), to ensure continuity of work flow within the association office.

NCACPA Volunteer Travel Reimbursement Policy

Board of Directors:

In connection with attendance at all Board of Directors meetings, the association will:

- pay for one night's lodging;
- reimburse the roundtrip mileage at the allowable rate published by the IRS;
- pay for the meals and reception scheduled during the course of the board meeting.

If the board member has to travel more than 250 miles to attend the meeting, reimbursement will include a second night's lodging and up to two meals.

A board member may choose to fly to a board meeting, but will be reimbursed the lesser of airfare or mileage.

A board member's spouse or significant other will be the guest of the association for the reception and dinner, and any scheduled welcoming luncheon.

Members of the NCACPA Board of Directors will be eligible for reasonable business expenses in connection with service as a member of the board. Such reimbursement shall include, but not be limited to: attendance at board meetings; attendance at a State Board of CPA Examiners meeting, when so assigned; attendance at committee meetings in the capacity of Liaison Director to said committee; and other meetings where a board member is expected to attend. Questions arising from this policy should be directed to the CEO.

Chair:

The chair receives reimbursement for the above mentioned items, plus:

- registration, travel, lodging, meals, and incidentals for spouse/guest at all national meetings attended in their official role as chair of NCACPA.

Chair-Elect:

In addition to each item reimbursed for board members, the chair-elect is entitled to the following:

- registration, travel, lodging, meals, and incidentals for the CPA/SEA Leadership Conference and all other national meetings when representing NCACPA.

Officers and Directors:

All members of the board are entitled to the previously mentioned reimbursements, plus:

- registration and lodging at the NCACPA Annual Business Meeting.

Committee Chairs:

Committee chairs are reimbursed the same as board members when attending an NCACPA board meeting at the request of the board.

Committee Members:

Mileage in connection with attendance at regularly scheduled committee meetings will be reimbursed beginning with the sixth meeting of that committee during the fiscal year.

All reimbursement requests must be made within 60 days of the event in order to be considered.

The Executive Committee must receive a request for travel expenses not allocated in the annual budget prior to the scheduled event.