

NORTH CAROLINA REHABILITATION ASSOCIATION

JOB DESCRIPTIONS

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

VISION STATEMENT: NCRA - Leadership in personal and professional development through diversity, collaboration, and advocacy for people with disabilities.

MISSION STATEMENT: To advance rehabilitation of all persons with disabilities.

JOB DESCRIPTION: President, North Carolina Rehabilitation Association

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the year.

GENERAL RESPONSIBILITY: Presiding officer of the NCRA Board of Directors

MAJOR DUTIES AND RESPONSIBILITIES:

The President shall be a current member of NRA

Preside at Board Meetings and Annual Training Conference

Conduct all business meetings in accordance with NCRA Constitution and By-Laws

Conduct all meetings according to Roberts Rules of Order

Calls meetings of the Executive Committee as needed.

Appoint commissioners and special board committees

Serve as ex-officio member of Board Committees

Provide written reports to Board of Directors

Complete Annual Report

Attend and represent the Board at the Southeast Regional Rehabilitation Association Conference

Sign and forward expense invoices, except conference, to treasurer for reimbursement

Represent the Board at the National Rehabilitation Conference

Develop and submit news report to the NCRA Newsletter editor

Maintain close communication and coordination of chapter plans, objectives, correspondences, etc., with president-elect, past president and other appropriate board members and NRA personnel

Assist conference chairs in the development of the current NCRA annual training conference plans and program

Send letters, faxes, e-mails, etc., to senators and representatives urging their support for legislative issues in the field of rehabilitation

Coordinate with elected treasurer the development of projected budget

Develop and submit a statement of greetings for annual training conference program

Carry out other duties and responsibilities as directed by the NCRA Board and By-Laws.

Appoint delegates to Southeast Regional Rehabilitation Association Conference and the National Rehabilitation Association Conference

JOB DESCRIPTION: President-Elect, NCRA /Commission on Program & Activities

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Serve as President-Elect for the North Carolina Rehabilitation Association

Attend all scheduled board meetings

Represent President of Association in his/her absence

Attend all State/Regional/National Conferences, where feasible

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA

Chair Program and Activities Commission

Oversee and provide input into planning of annual state NCRA Conference

Oversee and provide encouragement and assistance in the developments of Public Relations Committee

Develop and present the plaque to the outgoing President

Develop Annual Calendar and insure published in the 1st issue of Newsletter

Present dates, conference town, hotel site and rates for the upcoming annual statewide training conference to the NCRA Board for approval. Also present a nominee(s) to the NCRA Board to chair/co-chair the statewide training for the upcoming year.

Provide input into planning of next year's NCRA Training Conference

Submit any recommended job description changes received from Division, Chapter and Commission Chairs to NCRA Board at last meeting of the year.

JOB DESCRIPTION: Secretary

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

It is the responsibility of the secretary to become as knowledgeable as possible of the North Carolina Rehabilitation Association, and its functions, be familiar with Parliamentary Law and Robert's Rules of Order, Constitution and By-Laws, conduct the general correspondence of NCRA, be professional always using good judgment and be available for all secretarial duties and requests of the President.

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA.

Take minutes of all NCRA Board meetings and Annual NCRA Business session, type and send copy to the President for approval. Upon receipt from the President, the minutes should be sent to each board member prior to the next scheduled board meeting. A file should be made for each board meeting, to include the original copy of the minutes, all reports, etc. These files to be turned over to the incoming secretary each year.

Prepare a listing of all Officers and Board Members of NCRA, including Name, Address, and Telephone Number to be passed out to the board members.

Provide a Sign-In sheet for each meeting, to verify attendance.

Be responsible for all correspondence of NCRA, meeting all deadlines

Keep the President abreast of unfinished business from previous board meeting minutes and current actions to be taken.

Be custodian of all important papers and records.

Send notice of all board meetings in a timely manner.

Take minutes of the Annual NCRA Business Session.

Be custodian of the NCRA tape recorder, to be passed along to incoming secretary.

JOB DESCRIPTION: Treasurer

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Control and oversight of all financial transactions of North Carolina Rehabilitation Association.

MAJOR DUTIES AND RESPONSIBILITIES:

Will first serve one year as Treasurer-Elect, and then two years as Treasurer, training a new Treasurer-Elect in the second year as Treasurer.

Shall be a current member of NRA.

Coordinate with President in the development of the projected budget and present projected budget at the first annual scheduled board meeting for approval.

Prepare deposit tickets and deposit all NCRA funds (exception: conference receipt may be deposited by conference chair or his/her designee).

Prepare and disburse all checks on behalf of NCRA and insure that appropriate approval is secured prior to payment (President/Conference Chairs) and that all receipts are attached.

Prepare deposit and withdrawal slips for all NCRA funds in addition to primary checking account.

Transfer funds between appropriate NCRA bank accounts necessary to accomplish highest possible interest yield and otherwise carryout financial transactions on behalf of NCRA.

Provide accountant with legible copies of all deposits, checks, withdrawal slips, etc. and appropriate back up materials necessary to identify source and purpose of transactions.

Provide accountant with legible copies of all bank statements as received.

Maintain files containing original deposit slips, withdrawal slips, paid checks, paid invoices and bank statements sorted by commission.

Coordinate with auditor for a suitable time to complete audit and arrange for the delivery of all necessary financial records to the auditor necessary to accomplish the audit. (Audit should be completed within thirty (30) days after close of fiscal year.)

Attend all board meetings and present YTD financial report (this includes first board meeting following expiration of term of office to present final financial report and auditor's report for the year just ended.)

Obtain signature cards to be signed by incoming President and Treasurer, have signed by new officers and return signed card to Credit Union.

Insure that a copy of the Local Chapters' finalized Treasurer's Report for the year are received to be incorporated in the State Chapter Treasurer's Report and submitted to the accountant for the previous year end audit.

JOB DESCRIPTION: Immediate Past President/Commission on Internal Affairs

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Chairs Commission on Internal Affairs, Nominations and Elections Committee

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA.

Attend all NCRA Board meetings.

Study the organizational structure of the Chapter and make recommendations to the Board of Directors.

Review the Chapter's Constitution and By-Laws and recommend changes to the Board of Directors.

Review the Chapter's Policy Manual and recommend changes to the Board of Directors.

Secure nominations for the offices of President-Elect, Secretary and Treasurer.

Notify each Local Chapter Chairperson to appoint a member of the Local Chapter to serve on the Nominations & Elections Committee.

Present nominations to the Board of Directors at the Summer Board meeting.

Conduct election and advise of winners in accordance with policies established in the Constitution and By-Laws.

Prepare and distribute mail ballot.

Submit election results to the NCRA Newsletter Editor to be published in the next issue of the newsletter.

Notify Local Chapter Chair of number of delegates to NCRA Annual Business Meeting at the NCRA Conference.

Establish a time and site for certification of Delegates at Annual Training Conference. Insuring site and date in conference program.
Certify delegates at conference.

JOB DESCRIPTION: Chapter I, II, III and IV Chairperson

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY: Provide leadership in planning, organizing and coordinating Chapter functions and activities to support the NCRA State Chapter's Vision and Mission in their communities.

MAJOR DUTIES AND RESPONSIBILITIES:
Shall be a current member of NRA.

Work in compliance with the NCRA Constitution and By-Laws and conduct all meetings according to Robert's Rules of Order.

Oversee the planning and conduct the nominations and election of officers for the coming year. Those officers are Chairperson, Chairperson-Elect, Secretary and Treasurer or Secretary/Treasurer. The past chairperson maybe designated Chairperson of the Nominating Committee.

Appointment of the chairperson of all Local Chapter committees and coordinate the appointment of Division Reps. with Division Presidents.

Attend and participate in all NCRA Board meetings representing their Local Chapter and provide written report of their Local Chapter activities to the NCRA Board. The Chairperson is a voting member of the NCRA Board.

Serve as an ex-officio member of all committees of their chapter.

Appoint Local Chapter Members to statewide committees at request of NCRA Board.

Plan and conduct four or more Local Chapter Board meetings and one or more general membership meetings during the year.

Prepare agendas and preside over their Local Chapter Board meetings and Local Membership meetings. Notify Local Chapter Board members and Local Membership thirty days (30) in advance of meeting(s).

Provide each Local Chapter Board Member a copy of the Constitution and By-Laws at the first board meeting of the year, as well as a copy of current job description.

Prepare a budget with the treasurer to be approved and or amended at the first Local Board meeting.

Insure monies generated through the statewide Reverse Raffle are earmarked in Local Chapter's budget as designated funds for legislative affairs activities.

The Chairperson and Secretary/Treasurer or Treasurer shall have the responsibility of distribution of all their Local Chapter funds and shall be bonded as specified in the NCRA Constitution and By-Laws. (Refer to By-Laws, Article XII - Local Chapter Officers.)

Represent their Local Chapter in all NCRA and Local Chapter training conferences and activities and social and public relations events.

Submit name of Local Chapter nominee, for the payment of pre-conference registration to the National Governmental Affairs Seminar, to the State Governmental Affairs Commissioner (pre-registration seminar form should be submitted).

Pre-Registration will be paid by the State Chapter for one (1) selected Chapter Representative to attend the National Governmental Affairs Seminar.

Coordinate the selling of T. L. McClellan Scholarship Raffle tickets and the statewide Reverse Raffle with the Local Chapter's designee.

At the request of the President-Elect, the Chairperson submits a nominee to chair the statewide training conference and recommend site(s), dates and rates for the next year's conference.

Obtain an individual outside the organization to perform a year-end audit ending December 31 of that year and provide a report of the audit findings to the Local Chapter Board within 6 months. The person chosen to perform the audit shall not be affiliated with the chapter or NCRA. A copy of the Local Chapter's Treasurer's report ending December 31 should be submitted to the State Chapter's Treasurer no later than January 31.

The above job description for Local Chapter Chairpersons in no way prohibits a Local Chapter from developing additional chapter guidelines so long as they do not conflict with NRA/NCRA Constitution and By-Laws.

JOB DESCRIPTION: Membership Chairperson

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Develop plans, organizational structure and program plans to recruit National Rehabilitation Association membership.

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA.

Foster continued interest in NRA membership and maintain a current list of new members, renewals, and individual membership recruitment efforts.

Knowledgeable of NRA membership list and attend all NCRA board meetings.

Provide oral report at each Board meeting and Annual Membership meeting with written report of same to be submitted to the Secretary.

Conduct, monitor, publicize and coordinate NCRA's State Membership Contest.

Communicate frequently with NRA's Affiliate Relations Manager (Membership Commissioner).

Distribute NRA Membership applications to NCRA's Local Chapter Membership Chairperson and Division Membership Chairperson.

Notify Newsletter Chairperson of news items on membership for publication.

Aware of membership expiration dates and provide leadership to Chapters.

Be a voting member of NCRA Board.

Prepare with NCRA President a projected budget to be presented to the Board at the first Board meeting.

JOB DESCRIPTION: NCRA News Editor

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Responsible for all functions associated with gathering news, set-up and editing, and publishing of the NCRA News on a timely basis.

MAJOR DUTIES AND RESPONSIBILITIES:

Be a current member of NRA.

Assures that 4-page newsletter is published 4 times per year (spring, summer, fall, winter).

Sets deadlines for publications and appraises NCRA Board members.

Solicits news from officers, each chapter and division, and from the general membership for each publication.

Takes pictures appropriate for publishing with articles.

Assures that NCRA logo is on each issue.

Prepare newsletter and have printed. Mail newsletter.

Coordinates with Membership Chair for current membership list for mailing newsletter.

Covers the annual NCRA training conference (through both pre and post conference information: fall and winter issues).

Attends NCRA Board meetings.

Coordinates activities with Commissioner on Professional Concerns

Maintains professional integrity of membership through items published.

Annual calendar shall be published in the 1st issue printed of the calendar year.

Publish election results in newsletter.

JOB DESCRIPTION: Executive Committee

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association
NCRA By-Laws, Article VIII

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current

President-Elect 30 days prior to the last statewide board meeting for the current year. The NCRA Executive Committee was established in 1991 and approved by the delegate assembly on October 11, 1991. The Executive Committee is composed of the President, President-Elect, Immediate Past President, Secretary, Treasurer, one division president (appointed by the NCRA President) and one chapter chairperson (appointed by the NCRA President).

GENERAL RESPONSIBILITY:

The Executive Committee has the responsibility of taking care of issues that come up between board meetings when the full NCRA Board can not be brought together. At the President's discretion, the Executive Committee can review issues and decide if they need to be brought to the NCRA Board. Any issues requiring funding have to be brought to the full board.

JOB DESCRIPTION: Governmental Affairs Commissioner

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Shall be a current member of NRA.

Attend all NCRA Board meetings.

Provides legislative services to NCRA members.

Serves as principal contact person for NRA legislative matters and dispenses information to Local Chapters.

Coordinates schedules and appointments with legislators for NCRA's members attending the National Rehabilitation Governmental Affairs Seminar in Washington, D.C.

Serves as the North Carolina liaison person for the Southeast Region NRA Legislative network.

Encourages Local Chapters to appoint a Local Chapter Legislative Coordinator.

Prepares written reports to NCRA Board, Regional and National Rehabilitation Association. Compiles list from NCRA's Chapters and Divisions with their completed pre-registration form to be submitted to the NCRA Treasurer for payment of full pre-registration for the Governmental Affairs Seminar 2 weeks prior to the early bird registration deadline. NCRA will pay the early bird registration for one person from each division and local chapter.

Plans and coordinating the NCRA State Legislative Seminar (Breakfast) to be held annually.

Coordinates/establishes a committee for receiving nominations and selecting recipients of the C. Odell Tyndall Award. Also responsible for presenting and/or obtaining a presenter for the award at the Legislative Seminar (Breakfast).

Other duties and responsibilities assigned by NCRA President and/or Board.

JOB DESCRIPTION: Professional Concerns Commissioner

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

Responsible for overseeing the professional activities of the association.

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA

Attend all NCRA Board meetings.

Attend State, Regional and National conferences as possible.

Oversees and facilitates the recognition of individuals in the field of rehabilitation.

Appoints a person to chair the Awards Committee.

Appoints a person to chair the Scholarship Committee.

Maintains liaison with professional organizations and divisions.

Oversees and coordinates with the Newsletter staff.

Makes recommendations to the board regarding standards, accreditation's and research and training.

Oversees and approves all expenditures for this commission's budget line items (Expenditure Claim Forms must be submitted to the President for final approval before a voucher can be written/receipts must be attached to the claim form).

Performs related functions as requested by the board or president.

JOB DESCRIPTION: Consumer Rights and Access Commissioner

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

To carry out leadership role to meet the goals and objectives of the Commission on Consumer Rights and Access..

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA

Maintain consultative relationships with consumer-based and/or oriented disability groups.

Report salient ideas, movements, and events to the Board.

Make recommendations for professional assistance - augmentation of the above to Board for appropriate action in areas of consumer accessibility to mainstream of life, i.e., physical, legal (employment, education, transportation, public accommodations), and attitudinal.

Coordinate with Chapter Chairperson and/or their representative on Chapter consumer projects (the state Consumer Rights and Access Commission will match project funds not to exceed \$250.00).

Coordinate and establish with Chapters statewide special project.

Participate in related Board activities as indicated or assigned.

JOB DESCRIPTION: NCRA Conference Chairperson

AUTHORITY: Board of Directors - North Carolina Rehabilitation Association

POLICY: The North Carolina Rehabilitation Association officers and board members will carry out the major duties and responsibilities listed in their job descriptions. The job descriptions will be reviewed for any necessary revisions on an annual basis. Submit any changes needed to current President-Elect 30 days prior to the last statewide board meeting for the current year.

GENERAL RESPONSIBILITY:

To carry out the functions and responsibilities of the NCRA Conference Chairperson.

MAJOR DUTIES AND RESPONSIBILITIES:

Shall be a current member of NRA

Coordinates the transfer of materials, supplies and information from the previous years conference chairperson.

Assures overall conference goals and objectives are met.

Assesses conference needs and plans, organizes, implements and evaluates all organizational systems.

Coordinates conference plans with NCRA President, Chapter Chairpersons, and Division Presidents or their designees.

Selects a conference secretary and conference committee with responsibilities for Program, Registration, Sponsors, Local Coordinator and NCRA Treasurer.

In conjunction with the appropriate conference committee member, selects chairpersons for conference committees.

Serves as ex-officio member of all conference committees.

Develops a conference budget with the NCRA Treasurer.

Coordinates all legitimate conference revenues and insures local deposits and forwards NCRA deposit forms with bank deposit slips and copies of all checks to NCRA Treasurer for budget report.

Approves all legitimate conference expenses and forwards invoices to the NCRA Treasurer for payment.

Holds conference planning meetings with the Conference Committee on a quarterly basis or more frequently as needed.

Organizes one meeting of all chairpersons to be held prior to the conference to identify hidden problems, provide solutions and assure all final details are addressed.

Provides a final report to the NCRA Board and succeeding conference chairperson.

Performs other conference administrative duties and responsibilities as applicable.

Transfers leftover materials and supplies to the following years conference chairperson.

Refer to Conference Committee Organizational Chart under Section - NCRA Conference.