Duties of Officers and Area Coordinators 2/7/15

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2/7/15

Elected Officers

1. President will oversee the activities of the Executive Committee and Area Coordinators.

2. President-Elect will coordinate the activities of:
   - Membership
   - Recruitment of elected officers and area coordinators
   - Election process

3. Vice President will coordinate the conferences on behalf of NEOPA, working with all local associations in the planning and implementation.

4. Secretary will be responsible for:
   - Maintaining current position descriptions for elected officers and area coordinators
   - Assisting the immediate past president in the compilation of the Annual Report
   - Recording and distributing minutes for general meetings and board meetings

5. Treasurer will be responsible for:
   - Depositing funds/paying bills
   - Processing membership payments
   - Creating the annual budget
   - Arranging for annual internal audit and external audit every 5th year

6. The Immediate Past President will be responsible for:
   - Outreach/field service in conjunction with the Past Presidents Association
   - Updating and revising Bylaws
   - Compiling the Annual Report with the assistance of the NEOPA secretary

Area Coordinators

7. Leadership Area Coordinator will coordinate the following activities:
   - Awarding the Professional Growth Awards
   - Administering the Member Conference Attendance Scholarship
   - Promoting the Professional Standards Program (PSP), assisting members in the PSP application process, and recognizing the NEOPA PSP recipients

8. Mentoring Area Coordinator will coordinate the following:
   - Develop and facilitate a NEOPA Mentor Program
   - Assist the President-Elect with membership processes

9. Networking Area Coordinator will coordinate the following activities:
   - Assisting the Immediate Past President with Outreach/Field Service
   - Awarding of the Student Scholarship
   - Social media/communications/website
10. Recognition – Area Coordinator will coordinate the following activities:
   - Awards – Educational Office Professional and Administrator
   - Louise Henderson Nelson Award
   - Publicity

11. Fellowship – Area Coordinator will coordinate the following activities:
   - Association activities at NAEOP annual conference
   - NEOPA fundraising