

Officers and Directors Handbook

North Carolina Chapter
International Personnel Management Association
(revised 5/2020)

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Election of Officers, Board of Directors and Committee Chairs

Qualifications for Officer Nominees

To be nominated, elected, and continue to serve as an officer, an individual must:

- 1) Be an Individual Member in the Chapter with Active Status;
- 2) Have been a member of the Chapter for the three (3) years immediately preceding the elective process; and
- 3) Have demonstrated a commitment to the Chapter through service at the Committee or Board level.

Soliciting Nominations

Nominations of candidates for elective office in the Chapter shall be open to all individual members of the Chapter with active status. Nominations may be made by members to the Nominating Committee Chair or by the decision of the current Board of Directors in the form of a slate of Officers and Board candidates.

Voting Procedures

1. The President shall appoint a Nominations Committee to be chaired by the current active member of the Chapter who most recently served as its President.
2. The Nominations Committee Chair shall solicit nominations from the membership no later than 120 days from the business meeting held during the annual Conference.
3. Nominations shall be received until 30 days before the business meeting held at the annual Conference.
4. The Nominations Committee shall evaluate all nominations received and recommend a final slate of nominees to the Board of Directors for their approval.
5. A brief biographical sketch of each candidate shall be presented to the membership at the opening of the annual Conference.
6. Voting shall be accomplished by ballot at the business meeting held during the annual Conference.

Qualifications for Nominees for Committee Chairs

To be nominated, elected, hold, and continue in office as a Committee Chair, a member must be an Individual Member in the Chapter with Active Status and have demonstrated a commitment to the Chapter through interest in or service at the Committee level.

Chapter Management

The North Carolina Chapter, International Personnel Management Association (NCIPMA) is managed by the Chapter's five (5) elected Officers and seven (7) member Board of Directors. The Board of Directors is responsible for conducting the business for the Chapter. The Officers consist of the President, President - Elect, Treasurer, Treasurer-Elect, and Secretary. The President and President - Elect are elected for one (1) year terms only. The Treasurer, Treasurer-Elect, and Secretary are also elected for one (1) year terms but may be re-elected to their offices. The President and President - Elect must be a current member of NCIPMA and a current member of the IPMA-HR as well.

The Board of Directors consists of six (6) members, elected for two (2) year staggered terms. One (1) representative each from state government, cities, counties, and higher education comprise four (4) seats. Two (2) additional members are elected at-large.

NOTE: Terms of office of Board members shall begin at a transition meeting of the outgoing and incoming Board of Directors.

Duties of the Past President

- Serves as the Chair of the Nominating Committee for Officers, Board members and Committee Chairs; selects two (2) long standing active members of the Chapter who have broad knowledge of the association and member participation as committee members; develops criteria for nominations;
- Ensures the slate of nominees for office prior to the annual Conference;
- Gathers biographical information of nominees identifying them for conference attendees.
- Posts the list of nominees including summarized biographical outlines & pictures on appropriate bulletin boards at the annual Conference or include in the conference notebook.
- Announces the nominees at the time and place defined in the bylaws and requests at-large nominations from the floor.
- Advises nominees to attend and greet new members at the new member orientation and at the reception prior to the conference banquet.

- Ensures that the nomination of Officers and Board members are representative of the counties, cities, and state agencies from which members are employed.
- Serves in an advisory capacity to the President and other Officers and Board members and undertakes special projects and assignments as may be determined by the President or the Board of Directors;
- Attends site visit(s) with the President and President-Elect during the initial selection process.
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the President

- Determines the number, dates, and locations of meetings of the Board. Prepares agenda for and presides over meetings of the Board:
- Attends site visit(s) with the Past President and President-Elect during the initial selection process.
- Submits written reports to the IPMA-HR on previous year's activities and membership roster for purpose of claiming Chapter rebate. Report is submitted within 30 days after the end of the fiscal year as President. President and President-Elect must be members of IPMA-HR in order to receive rebate.
- Arranges for an audit of the Treasurer's books prior to the transitional Board meeting and prior to the appointment of a new Treasurer;
- Appoints Committee Chairs as needed; ensures committee responsibilities, time requirements, and resources are integrated to meet organizational goals;
- Updates policies and procedures manual; provides copies of policies and administrative procedures to new Board members and Officers at transitional meeting;
- Attends the Southern Region and International Conference as the representative of the Chapter during term of office. May appoint a designee if unable to attend;
- Serves as signatory authority for the authorization of disbursement of Chapter funds along with the Treasurer;

- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Serves as the principal liaison of the Chapter with other IPMA chapters as well as other human resource organizations within or outside of the State of North Carolina;

NOTE: In exchange for his/her services, the Chapter pays the registration cost and reasonable travel expenses for the President to attend the annual IPMA Southern Region Conference and the IPMA-HR national Conference. The chapter also pays the hotel room costs associated with the NC-IPMA Conference.

- Attends the new member orientation meeting scheduled at each conference.

Duties of the President-Elect

- Serves as the Chair of the Site Selection Committee for Conference programs;
- Identifies proposed conference and meeting facilities throughout a geographical cross section of the State from which the membership is drawn; negotiates terms and conditions of contracts, fee structures, food and beverage arrangements, facility staff support, and other related issues necessary for holding the annual conference; conducts site visitations as needed.
- Presents site recommendations to the Board of Directors no later than six (6) months prior to each conference; signs contracts and authorizes the payment of a deposit, if needed, with meeting/conference facilities. Attends site visit(s) with the Past President and President during the initial selection process.
- Serves as the Chair of the Program Committee for all Chapter conferences and workshops during term of office;
- Prepares estimates of conference expenses and proposed registration fees within 90 days of the conference date; establishes discounts, late fees, refunds, and deadlines for conferences;
- Authorizes the collection of fees for registration at conferences and issues receipts on behalf of the Chapter; submits receipts and detailed explanations to Treasurer not later than the end of each month or when total receipts exceeds \$100;
- Ensures that reimbursement for travel expenses to speakers are authorized on the basis of the established rate as defined by the Internal Revenue Service;
- Serves in the capacity of the President at all official functions in absence of the President;

- Ensures that a draft of the conference training brochure is prepared and is submitted to the Board for approval not later than 45 days before the conference;
- Sends approved conference brochure to membership and non-members who may be interested in attending the conference;
- Serves as the principal Chapter liaison with the conference facility provider on issues related to lodging, meals, services, and other conference program needs;
- Must be a member of IPMA-HR. Attends the IPMA-HR Leadership Conference. May appoint a designee if unable to attend;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Treasurer

- Invests Chapter funds in low risk, high yield investments designed to obtain the greatest yield while maintaining the proper fiduciary standard of care;
- Maintains \$2,000 balance in the checking account.
- Prepares and submits annual report (Form 990) to the Internal Revenue Service not later than five (5) months following the close of the fiscal year;
- Ensures that Chapter financial records balance against checking account statements monthly; reconciles checking statements monthly showing computations on the statement along with the date and signature of the Treasurer;
- Identifies income and expenditures by program category documented in the fiscal year of occurrence; utilizes the double entry method of bookkeeping for all financial transactions;
- Ensures that all expenditures are made by check or the appropriate use of petty cash; provides disbursements only with proper voucher or invoice clearly indicating the purpose for which the payment is requested and cross-referenced to the related check disbursements;
- Maintains a list of bad debt accounts of names of individuals and organizations with returned checks; provides information to the President - Elect and the Chairperson of the Membership Committee for conference registration at the beginning of the fiscal year;

- Purges bad debt accounts and names of returned checks after no recurrence of same after a period of two (2) years;
- Prepares a financial report for the meeting of the Board of Directors which lists the Chapter assets, financial transactions since the last financial report, and the relationship of revenue and expenditures to the approved Chapter budget;
- Issues vouchers for future conference attendance when cancellations are made within the published timelines.
- Receives and documents the fiscal year budget as approved by the Board of Directors;
- Prepares receipts for all funds to be deposited and submits copies of the receipts to the Audit Committee. (Note: recommended by Audit Committee and approved by Board on 6/16/06.)
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Treasurer-Elect

- Serves in the capacity of the Treasurer at all official functions in absence of the Treasurer;
- Makes bank deposits as income is received, not later than monthly or daily if necessary, or when a minimum of \$100 is received;
- Assists the Treasurer in the preparation of financial and budgetary information for Board meetings or other activities as directed by the Treasurer;
- Serves as a member of the Audit Committee;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Secretary

- Maintains and stores all official Chapter records, reports, minutes, and other correspondence including bylaws and amendments as deemed appropriate;

records minutes of Chapter meetings;

- Prepares articles of information and/or proposed bylaw changes;
- Updates IPMA-HR of changes in names and addresses of Officers and Board members.
- Secure the annual report from the President and forwards to IPMA-HR;
- Upon approval by the Board, and IPMA-HR, prepares the official ballot for members to vote on the acceptance or rejection of proposed amendments to the Chapter bylaws at the annual Conference.
- Prepares and prints the updated annual letterhead for chapter functions; distributes official letterhead and letterhead envelopes to Officers, Board members, Committee chairs, and others whose functions within the Chapter require the use of letterhead stationery;
- Maintains a resource library of articles, books, how-to manuals and other technical and theoretical reference guides for members to utilize in their profession;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Maintains the Chapter Handbook;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Board of Directors

- Conducts the business of the Chapter including reviewing, evaluating and/or approving the activities of the Chapter, directing future activities and considering other matters brought to the attentions of the Board;
- Evaluates and authorizes changes in the Chapter bylaws subject to a vote of the Chapter membership;
- Serves on, or chairs, one or more of the Chapter standing committees or other such committee as may be determined by the Board;
- Serves, individually or collectively, as a resource for individual members of the Chapter and/or their organizations;
- Provides for the custody and disbursement of available funds;

- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Audit Committee Chair

- Appoints three (3) members from the membership to serve on the committee;
- Conducts the annual audit of the Chapter's books according to the following audit procedures:

AUDIT PROCEDURES

Takes the following actions as part of the audit:

Bank Statements

- Verify there are 12 corresponding bank statements for the audit period.
- Verify the beginning and ending monthly balance agree with the corresponding bank statement.
- Verify that the checking account balance was maintained at \$1,000 and \$500 in the Pay Pal account at all times.
- Verify that each check written is accounted for on the bank statement.
- Make sure all void check numbers are marked VOID, retained and accounted for on the Check Register.
- Verify the Treasurer is signing/initialing and dating each monthly bank statement to verify completion of monthly review.

Deposits/Bank Transfers

- Review each deposit slip for documentation (i.e. check stub, check copy or spreadsheet) of the issuer of each check and the amount.
- Verify deposits against bank statements.
- Verify timeliness of deposits.
- Verify debit and credit transfer amounts equal.

- Verify each bank transfer/Pay Pal transfer has confirmation receipt.
- Review the activities of the cash investment account the same way you review the checking account activities.

Disbursements

- Verify that all checks written have appropriate documentation (i.e. invoice, Request for Check form or Debit Card Reconciliation form with attached receipts and other adequate documentation.
- Verify all invoices are recorded with appropriate documentation including check number, check date and check amount noted on invoice.
- Verify Request for Check disbursements and Debit Card Reconciliation forms have the appropriate backup and are verified by the Treasurer.
- Verify all disbursements agree to bank statement.

Miscellaneous

- Verify and document the beginning and ending numbers of checks used per the check register.
- Verify and document the check number range for any unused checks.
- Perform any other reviews that the Committee feels is appropriate.
- Prepares a written report of audit findings and recommendations and submits to the Board of Directors at the transition meeting.
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Bylaws Committee Chair

- Research, at the direction of the Board or membership, issues which may have an effect on the current structure of the Chapter bylaws or which may affect the bylaws;
- Drafts by-law changes upon direction from the Board of Directors and submits to Secretary for distribution to members no less than 30 days prior to the date on which the amendments are to be voted on by Members;

- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office.
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Chapter Achievement Chair

- Compiles and submits applications(s) for chapter award(s) to IPMA Southern Region and IPMA-HR.
- Compiles and submits application(s) for chapter award(s) to IPMA Southern Region and IPMA-HR.
- Addresses other issues affecting the Chapter Board and programming as assigned;
- Maintains pertinent information on a flash drive to be transferred, at the Transition Meeting, to the next person in office;
- Attend the new member orientation meeting scheduled at each conference.

Duties of the Future Direction and Evaluation Committee Chair

- Prepare evaluation forms to be completed by attendees at the Annual Conference to solicit feedback on the conference workshops, speakers and social functions;
- Compiles evaluations of speakers, topics of interest to members, facilities, and overall program presentation based on information received from the attendees;
- Researches the value of alternative topics and speakers to enhance the effectiveness of conference participation and acquisition of knowledge by members;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Membership Committee Chair

- Prepares membership application and distributes to current and prospective members; membership dues are payable with initial application for membership and annually thereafter at the beginning of the fiscal year but no later than September 1 of each year.

- Collects membership dues; forward list of names of members and dues collected to the Treasurer-Elect for deposit on a monthly basis or when receipts exceed \$100;
- Maintains updated membership and mailing lists throughout the year and supplies to Program Committee Chair 60 days prior to each conference and one-day workshops;
- Prints a membership directory and distributes at or by September 30th; provides the updated directory for the Secretary to submit to IPMA-HR;
- Attends Board of Directors and members meetings to report on membership enrollment activities;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Conducts new member orientation meetings at each conference.

Duties of the Mentorship Committee Chair

- Matches mentees with mentors based on their professional interests and career goals.
- Develops individualized mentoring action plans.
- Participates in mentoring program events and activities.
- Transfers industry knowledge to aid in career development.
- Increases exposure and access to public sector HR information from HR Professionals at different organizational levels throughout the NCIPMA organization.
- Conducts new member orientation meetings at each conference.

Duties of the Professional Development Committee Chair

- Provides NC-IPMA members meaningful, timely and engaging opportunities to expand their Human Resources knowledge and add valuable skills to both their professional and personal growth;
- Provide opportunities for NC-IPMA members to offer their relevant expertise and to gain valuable leadership skills by leading webinars, trainings and developing other professional development materials;
- Recruit subject matter experts to contribute resources and information to the NC-IPMA members;

- Compile and maintain a database of professional development resources for NC-IPMA membership.
- Provide professional development programs as well as certifications through a variety of delivery formats including in-person courses, electronic (webinars), one-on-one and group mentoring activities.
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Publicity Committee Chair

- Publishes a quarterly newsletter including information on new members, awards presented, professional advancement, education, changes in organizations, and other facts about the membership which warrant publication;
- Serves as an advisor to all standing committees with responsibility for the design of promotional information, brochures, and membership forms;
- Contacts printing vendors) and negotiates contracts for the printing of newsletter mailings, posters, brochures, and other Chapter materials;
- Serves as the Chapter photographer and/or secures photographic services as necessary to provide effective publication of Chapter activities; acts as custodian of chapter photographic and/or tape equipment;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Recognition/Awards Chair

- Administers "Innovative Agency" and "Lifetime Achievement" award programs;
- Establishes criteria for the awards program;
- Develops brochures, forms, and other promotional materials;
- Receives and evaluates applications;
- Selects judges;
- Presents final award selections for Board approval;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;

- Attends the new member orientation scheduled at each conference.

Duties of the Scholarship Committee Chair

- Appoints a cross-section of volunteers from the membership;
- Formulates procedures to be used by NCIPMA members for the application for scholarship funds and in the selection of recipients;
- Reviews scholarship applications against established criteria and identifies eligible candidates; recommends scholarship recipients to the Board of Directors at the Board meeting prior to the Annual Conference;
- Presents the annual scholarship award to the recipient at the awards presentation at the Annual Conference;
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Duties of the Technology Committee Chair

- Manages the NC-IPMA website, and acts as a liaison with the web developer. Keeps information on the website current and up-to date.
- Looks for ways to use technology to promote membership and activities and keep the membership informed on current events and activities.
- Maintains pertinent information on a flash drive to be transferred, at the transition meeting, to the next person in office;
- Attends the new member orientation meeting scheduled at each conference.

Terms and Definitions

Active Status - shall mean that membership fees/dues are paid through the current fiscal year.

Inactive Status - shall mean that membership fees/dues have not currently been paid.

Chapter - shall refer to the North Carolina chapter of the International Personnel Management Association (NCIPMA or NC-IPMA).

Fiscal Year - shall mean the time period beginning July 1 of a year and ending on June 30 of the subsequent year.

Individual Member - shall mean a person .who meets all requirements for Chapter membership.

Nominee - shall refer to an individual member who is qualified for and has been nominated for an elective office in the Chapter.

Quorum - shall mean a minimum of six (6) members of the Officers and/or Board of Directors necessary to conduct the business of the Chapter.

Term of Office - shall refer to the designated period of time that an Officer/Board Member shall serve as defined by the term limits.

Transition Meeting - shall identify the meeting at which the official transfer of duties, responsibilities, and authority from previously elected Officers and Board members to newly elected Officers and Board Members occurs.