

NKA Job Descriptions

President

Schedule, call, and chair all cabinet and board meetings.
Plan and organize meeting places. (call on the meeting manager as needed)
Delegate and assign duties as needed.
Develop and provide board members with a proposed and final meeting agenda prior to the actual meeting.
Chair the annual conference.
Will be signee on the bank account.
Attend committee and subcommittee meetings as needed.
Review all written correspondence from all committees including minutes of meetings, outgoing letters, etc.
Designate public appearance representatives as needed.
With the President-elect review all reports prior to the annual meeting.
Present award/scholarship to current year's awardees
The job description is an important guideline. Please evaluate responsibilities and submit suggestions one month prior to the annual meeting.

President-Elect

With the President review all reports in a timely manner.
Review all written correspondence from all committees, outgoing letters, etc.
Maintain and update policy and procedure manual.
Attend all board meetings.
Be a signee on bank account.
Assist President as needed.
Will serve as membership chair
Will serve as nominating committee chair
The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to the annual meeting.

Secretary

Oversees all correspondence related to NKA.
Assume responsibility for all executive board correspondence.
Will be a signee on the bank account.
Prepare minutes of all Executive Board and Board meetings within fourteen days after the meeting.
Bind each years minutes for permanence. Assume responsibility for storage.
File all written correspondence from all committees including minutes of meetings, outgoing letters, etc.
The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to the annual meeting.

Treasurer

Prepare annual budget - proposed budget, budget, budget comparison report.
Compare monetary figures of actual expenses with submitted for reimbursement to make sure numbers are accurate and NKA doesn't go over budget.
Prepare the following end of fiscal year financial statements and reports: cash flow report, itemized categories report, prepare printed ledger, profit and loss statement, actual expenses report.
Contact accountant to schedule appointment for tax preparation.
Prepare materials needed for the accountant for tax preparation: bank statements, receipts, financial statements, list of officers and minutes.
Prepare 1099 forms for all people who meet the following requirements: paid \$600.00 or more and the fee was paid to a person not incorporated.
Complete other duties as assigned by the Executive Board.
The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to the annual meeting.

Grant/Scholarship Award Chairperson

Oversees all grant/scholarship applications and awards associated with NKA.
Form a committee to select awardee(s)
Independently read all grant applications and rank them according to established criteria.
Submit committee recommendation for awardees to board of directors for approval
Make certificate for winner.
Request check from treasurer for award.
Ensure all correspondence completed follows the correspondence policy.
Submit request for payment/reimbursement or receipts to treasurer within two weeks
Submit follow up report to President within four weeks following award. The report should include things that worked great and things that need to be improved.
Submit copies of successful grants and scholarships to secretary
Notify all applicants of results
The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to annual meeting.

Past President / Historian

Document all the significant people and events at meetings and conference.
A budget of approximately \$150.00 for film, developing and scrapbook materials.
A line item for historian expenses will be included in the annual budget.
Keep a photographic record of meetings and include journal entries to clarify the pictures.
Photographer supplies camera.
Ensure all correspondence follows the correspondence policy.
Submit requests for payment reimbursement or receipts to treasurer within two weeks.
Submit report to President within two weeks following the conference. The report should include things that worked great and things that need to be improved.
The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to the annual meeting.

Meeting Manager

The duties of Meeting Manager Chairperson will be dispersed among the board members until such time as the growth of NKA requires it be filled.

Make name tags for board members and volunteers.

Ensure all correspondence completed follows the correspondence policy.

Submit requests for payment reimbursement or receipts to treasurer within two weeks following a meeting.

Submit a meeting budget to the cabinet for approval prior to solicitation and/or contracting any services, supplies, etc.

Coordinate hotel accommodations, meeting room facilities, and provide transportation information and meals as necessary.

The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to the annual meeting.

Public Relations Chairperson

The duties of Public Relations Chairperson will be dispersed among the board members until such time as the growth of NKA requires it be filled.

Responsible for gifts and timely acknowledgment and thank yous to NKA supporters.

Write and distribute executive board approved press releases.

Responsible for obtaining public appearances. tv interviews, etc. The NKA President will determine who will represent NKA at the interview, appearance. etc.

Develop a list of potential NKA supporters to invite to the annual meeting. After the board has approved the list send out invitations.

Present a list of individuals that wish to speak prior to the meeting for President's approval.

Make name tags for guests.

Monitor VIP registration table for guest check-ins.

Ensure all correspondence completed follows the correspondence policy.

Submit requests for payment reimbursement or receipts to treasurer within two weeks.

Submit report to President within two weeks following the conference. The report should include things that worked great and things that need to be improved.

The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the president one month prior to the annual meeting.

Web Liaison

The duties of the web liaison shall be under the direction of the president until such time as the growth of NKA requires it be filled.

Coordinate update with web master.

Complete other duties as assigned.

The job description is an important guideline. Please evaluate responsibilities and submit suggestions to the secretary one month prior to the annual meeting.

Web Master

Coordinates and updates the web under the direction of the president