

NCMGVA BOARD POLICIES AND PROCEDURES

I. BOARD MEETINGS

- A. **Meetings.** Meetings of the Board shall be scheduled as far in advance as possible. Barring exceptional circumstances, Board Members will be notified at least 30 days in advance of the time and location of meetings.
- B. **Agendas.** Items for the agenda will be scheduled on a first come/first serve basis and should be in the president's hands no later than 15 days prior to the Board Meeting at which it is to be discussed. Items will be placed on the agenda as time permits. Members requesting time on the agenda will be notified by the President on the status of their request. It will be the responsibility of the person requesting an item be placed on the agenda to have all supporting materials in the hands of all Board members at least ten (10) days prior to the meeting. If supporting materials are not provided in a timely manner, discussion of the item may be deferred to a later meeting.
- C. **Notification.** The President shall provide Board members a draft agenda at least seven (7) days prior to the meeting date. The draft agenda may be subject to modification as circumstances dictate, including amendment at the subject meeting.

II. ROLES

- A. **Corresponding Secretary.** The Corresponding Secretary shall send notices of all Association meetings at least one (1) month prior to the meeting. A list of those receiving notification shall be provided to the President. The list should be regularly updated through the coordination of the Board Officers, Conference Organizers, and, in the case of the master list of North Carolina MGV's, the Cooperative Extension and NCSU. All necessary materials shall be passed to the incoming Corresponding Secretary in a timely fashion.
- B. **Recording Secretary.** The Recording Secretary shall serve as historian for the association. All records, history and other materials shall be passed in an orderly fashion to the incoming secretary. The Recording Secretary shall take attendance and record the minutes at all meetings. Copies of the attendance shall be provided, as required in the bylaws, to all Board Members including the nominating committee. Minutes shall list those attending the Board Meetings. A draft copy of meeting minutes shall be sent to all Board members via e-mail or regular mail no later than 10 days prior to the next Board Meeting.
- C. **Treasurer.** As per the bylaws, the Treasurer shall collect all dues. A written receipt shall be furnished to all paying dues. The necessary information on new or continuing members shall be sent to the Membership Committee. Deposits of dues and other funds received shall be made in a timely fashion. The Treasurer shall furnish a financial report at all Board Meetings and at other times as directed by the President.

- D. **Membership Committee.** There shall be a standing Membership Committee consisting of at least three (3) but no more than five (5) members. The Chair of this Committee, in collaboration with the Treasurer, will maintain the membership records of the Association and provide the Board with a report and an updated membership list at each Board Meeting. The duties of the Membership Committee shall include the preparation and distribution of membership acknowledgment and related materials to new and continuing members. The Committee will also be responsible for the printing, revision, and mailing of membership cards to all new and continuing members.
- E. **New Officers and Delegates.** The President shall meet with the new officers and delegates as soon as possible after election and/or learning a new delegate has been appointed by a county. This meeting may be done in person, via e-mail or phone. The President shall ensure that new officers and delegates receive a copy of the current bylaws, conference guidelines and timetable, NCMGVA awards application, membership form, and other relevant materials these individuals may need to carry out their duties.
- F. **Budget/Finance Committee.** There shall be a standing Budget/Finance Committee chaired by the Treasurer with two (2) additional members appointed by the President. The Committee shall be responsible for preparing a draft budget proposal for the year to be submitted to the Board for approval. The draft proposal shall be submitted to the Board no later than the summer Board meeting of the preceding year.
- G. **Awards Committee.** There shall be a standing NCMGVA Awards Committee consisting of three (3) members appointed by the President. At least one member of the Committee shall be a member of the Board. The Committee will research deserving individuals and teams and provide nominations, including draft award narratives, to the Board for approval, no later than the summer meeting of the Board.
- H. **Associate Members.** Associate Members of the Association, including representatives of the Cooperative Extension and NCSU, will be welcome as participants at all meetings of the Board.

approved by the Board of Directors 7/23/07