

NACRO Policies and Procedures

Approved by the Executive Committee May 2015
Originally Approved by the Board of Directors July 2012

This document was written to clarify expectations and preserve the mission and vision of NACRO. The Bylaws are NACRO's official guiding document. These policies and procedures will never replace the bylaws, but rather complement them, and outline operating procedures and guidelines that reflect NACRO's day-to-day operations.

About NACRO

The Network of Academic Corporate Relations Officers (NACRO) strengthens academic/corporate relations by bringing together practitioners from across the country to compare and refine ideas and strategies, increasing the value of relationships between industry and higher education.

The Network of Academic Corporate Relations Officers (NACRO) began its journey in 2007, through the initiative of Charlie Hoslet, University of Wisconsin, Bill Swisher, Carnegie Mellon, and a few other individuals. This small group noted the shift in how corporations were interacting with universities. Corporations were moving beyond corporate philanthropy to seek a better understanding of a return on investment and wanting deeper collaboration with academia. An initial benchmarking study of corporate relations officers from around the country was completed to understand respective organizational structures. Upon completion of this initial research, the founding group sent a letter of invitation to corporate relations officers across the country to gauge interest in getting together to form a new professional organization. They were surprised at the initial 100 plus attendees who attended that first meeting in the summer of 2007, intrigued by this notion of the expanded need for corporate collaboration with academia as well as the opportunity to share best practices with each other. The rest is history!

NACRO has grown to nearly 500 paying members as of 2014. The organization undertook a strategic planning process in 2013, which identified five strategic directions for the following 3-5 years: Ensuring a Vibrant Member Network; Delivering Best in Class Corporate Relations Professional Development; Elevating NACRO and the Corporate Relations Professional through Intentional Communication; Orchestrating Alliances; and Structuring NACRO for the Future. As a result, in 2014 NACRO brought on new professional management and created new standing committees, charging all committees with implementing the strategic plan.

NACRO Mission

NACRO is a network of corporate relations professionals from research universities dedicated to providing its members professional development opportunities and the sharing of best practices that further enable them to develop and advance comprehensive, mutually beneficial relationships with industry and establish common language and metrics for peer comparison.

Bylaws

The bylaws are located on the organizational website www.NACROonline.org in the "About NACRO" section and listed under "Mission and Bylaws." Bylaws are the written rules for conduct of any organization. Our bylaws contain detailed information on officer descriptions, committee governance, etc. Requests for changes to the bylaws must be reviewed by the Board of Directors before being voted upon by the membership. Typically, voting on By-law changes occurs at the Annual Business Meeting that takes place during the Annual Conference.

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NACRO Membership and the Roster

- The NACRO membership roster, listing current members of the organization and their contact and institutional information, will be utilized exclusively for personal networking between members and for the official business and communications of NACRO made in coordination with the Marketing Committee.
- The Marketing Committee, on a case-by-case basis, must officially authorize any other proposed use by majority vote at a regularly scheduled meeting of the Marketing Committee.
- The membership roster will not be published or shared outside of the organization. Any unauthorized use by a NACRO member (e.g., mass mailings; provision of the list to external entities; etc.) may result in restriction of that member's access to the roster and/or further suspension of member benefits.
- A NACRO member who has lost a corporate relations position with an institution, or transitioned into a position not identifiably related to corporate relations, must reapply for NACRO membership in order to maintain full member status.

NACRO Member benefits

- Committees that create products deemed as potential member benefits will have a conversation with the Marketing Committee. The two committees will jointly put forth recommendations to the BOD for final approval of what will be made available to the public and what shall remain a member benefit.
- Preserving benefits for NACRO members is important to NACRO.
- Published documents help promote best practices and further the understanding of corporate relations as a field; therefore these documents will be published on the public portion of the website.
- Toolbox documents, benchmarking data, surveys, presentations to accompany published documents, conference presentation materials, etc. have been deemed member benefits and will be made available in the “members only” section of the website.

Committee Membership, Leadership, and Qualifications

- Membership on committees is an important volunteer function within NACRO. Active volunteers are essential to NACRO's success as they serve on the board, lead committees and subcommittees, help gather data and information on the field of corporate relations, plan and implement the annual conference, and much more.
- Committees report to the Board of Directors (BOD).
- Decisions impacting the entire NACRO membership and new programs/themes require approval from the BOD.
- Committee Chairs are members of the BOD. They provide committee updates, seek BOD approval, and report BOD activities and decisions to their committee membership.
- To be eligible for a leadership role as a committee chair, a nominee is required to serve a minimum of one year as an active member of the committee s/he wishes to chair, with the exception of Conference Planning Committee.
- To be eligible for a leadership role on the Board of Directors, nominees are required to serve a minimum of one year as an active committee member within the NACRO organization, be available to attend committee and BOD conference calls, and be able to attend both the mid-winter leadership meeting and the annual conference.
- Only full members are authorized to serve on committees.
- New volunteers are welcome on all committees. Typical commitment includes a monthly conference call to discuss committee business and work on any related next steps from those discussions.
- If a committee member has been inactive for six months, Committee Chairs will contact the member to determine the appropriateness for remaining on the committee and the volunteer's name may be removed from the committee roster.

Committee Meeting Minutes and Reports

- Notes from committee meetings are shared by their respective chairs at www.NACROOnline.org – select "Members Center", select "Discussion Forum", under the "Governance" section; each committee has a section. Board of Directors meeting minutes are also posted here.
- Committee chairs are responsible for forwarding committee meeting notes to ASG and for designating a committee member to be trained by the Marketing Committee to post committee meeting notes on the website.

Professional Management

- NACRO retained Association Services Group (ASG) in December 2013. The contract provides for automatic renewal for three years, September 1, 2014 through August 31, 2017, unless either party sends written notice to the other.
- ASG's Scope of Work and Services generally includes Office and Administrative Support Services; Board of Directors Activities; Financial Services; Membership Services; Meeting Organization and Planning (for annual conference and mid-winter meeting); and Marketing/Communications Activities. The VP for Finance is the primary liaison between NACRO and ASG.

Marketing Committee

- The Marketing Committee along with ASG manages the NACRO websites (NACROonline.org and Nacrocon.org) for current, paid membership.
- Annual membership covers the period from Sept. 1 – Aug. 31.
- Coordinates and distributes messages to the entire membership, in coordination with ASG.
- Manages the NACRO brand.
- Manages member benefits.

Duties:

- Manages the websites in their entirety in coordination with ASG, including the contract.
- Manages the social networking presence of NACRO, e.g. LinkedIn, Facebook, etc.
- Recommends structural changes/enhancements to the websites to BOD for final approval.
- Manages organizational marketing for the organization, in coordination with ASG.
- Manages new member acquisition and membership requests and applications.
- Reviews applications for membership and questions about member status. For questions about member status, outside of those in the bylaws, provides a brief written summary of the situation, with a recommended action to the BOD for review and approval. BOD decisions will be communicated to the applicant or the member by the Marketing Committee.
- The membership subcommittee manages member benefits.
- Posts and promotes NACRO-eligible positions (those that devote 50% or more of their time to corporate relations) from members. Job postings must be submitted with an active NACRO member listed as the point of contact to the NACRO LinkedIn page. Postings will be approved by a member of the Marketing Committee prior to being added to the LinkedIn page.
- If consulted by other committees, when discussing and determining NACRO member benefits, the two committees jointly make recommendations to the BOD for final approval.

Benchmarking Committee

- As stated in the bylaws, surveys membership annually.
- Serves as the key coordinating body for NACRO publications.

Duties:

- Writes and publishes NACRO-sponsored documents and whitepapers, working in collaboration with the membership subcommittee to determine which documents become public and which are limited to members only.
- Creates and disseminates membership survey and alternate data acquisition vehicles.
- Presents whitepaper and survey topics to BOD for its information and input.
- Researches and recommends best practice topics for potential publication.
- Collects, analyzes, and summarizes survey data.
- Develops organizational research, data acquisition, and publication dissemination strategies in consultation with the BOD.
- In conjunction with the marketing committee, ensures publications and appropriate survey data are published on NACROonline.org.

Professional Development Committee

- The charge of this committee originated from the strategic plan.
- CR 101 Content is geared towards professionals with 1 to 3 years of experience in the corporate relations field, and is intended to complement Blueprint content at the annual conference.
- Masters Content is geared towards professionals with >15 year of professional experience and who are currently leading CR efforts for their respective organizations.

Duties:

- Organizes CR 101 and Masters Content to be delivered outside of the annual conference in a variety of modes.

Strategic Alliances Committee

- The charge of this committee originated from the strategic plan. It seeks to identify and orchestrate alliances with key organizations that bring value to NACRO's membership.
- Scope includes academic organizations, industry organizations, and government organizations.

Duties:

- Researches prospective partners including how their missions overlap with our own.
- Initiates formal partnerships between NACRO and outside academic, industry, and government organizations, to include extending reciprocal member benefits.
- With Marketing Committee, communicates to the NACRO membership about formal partnerships.

Finance Committee

- This is a standing committee dealing with the financial operations of the organization. Members meet periodically (approximately quarterly) to:
 - Think proactively about NACRO financial matters
 - Provide budget and fiscal oversight
 - Determine investment strategies
 - Help develop a Business Plan that aligns with the NACRO Strategic Plan
 - Discuss and develop additional revenue streams
 - Focus on the long-term financial health of NACRO
 - Other finance-related matters
- The Finance Committee is appointed by the Nominating Committee and composed of the following positions: VP for Finance (chair); one past-president of NACRO; and two other board members. Service terms are two years and should be staggered such that there are always at least two members who have served on the Finance Committee previously.
- NACRO "Years" to keep in mind:
 - Fiscal year – November 1 to October 31
 - Membership year – Sept. 1-Aug. 31 (new members get a few "free" months when they pay)
 - Officers – Conference to conference

Policies:

- Mid-winter Leadership Meeting: Preference is to not treat this as a revenue source, rather to keep fees as close to expenses as possible.
- NACRO Budget documents should not contain the word, “discretionary.”
- Operating Reserve Policy – NACRO should avoid accumulating funds that could be used for current program activities. Some operating reserves are necessary however, to ensure continued operations in lean times. NACRO, therefore, will strive to have from one-half to no more than two times current operating expenses held in operating reserves.
- Investment Policy – It is permissible to place reserves in interest-bearing accounts. Investments should carry no/very low risk (money market, sweep accounts, CDs, etc.). Cash held in investments should be immediately (within 2-5 days) available. In the case of CDs or similar investments that carry a “locked” period, no more than half of the current operating reserves should be invested.
- Cancellation Insurance – This can cover expenses/lost revenue if conferences are cancelled. NACRO will strive to “self-insure,” that is to say that we will carry adequate operating reserves (see above) to ensure operations in the event of cancellation.
- Funds Acceptance – NACRO should continue to accept MasterCard, Visa, American Express, and Discover. This will be advertised on appropriate web pages and communications. If members inquire about our accepting checks because credit cards are difficult/impossible for their institutions, we may accept a check. ASG will handle all processing related to checks and will work with the Membership Committee to ensure payment is properly recorded to member records.

Duties:

- Annually, recommends a budget to the Board. BOD approval occurs, ideally, each November.
- Monthly, the VP for Finance reviews ASG billing statements and financials provided by ASG.
- Quarterly, reviews financials provided by the VP for Finance.
- Annually, performs a “deep-dive” review of the budget/expenses. Ideally, this will happen face-to-face during the Mid-winter Meeting.
- Annually, prepares a financial status update for the Co-Presidents to deliver at the Annual Conference.
- Prepares and maintains a NACRO Business Plan that aligns with the NACRO Strategic Plan. Specifically, they work to find means to address resource needs identified by the Strategic Plan process.

- NACRO members appreciate opportunities to interact with one another at the annual conference and networking time should be built into the schedule.
- Previously separated into distinct University and Industry days, the University and Industry content can be integrated across the conference, as determined by the Conference Planning Committee.
- **University Content** is aimed at educating NACRO members on best practices, effective operations, and emerging trends in university/industry relationship management. Any potential non-NACRO speakers need to address corporate relations practices.
- **Industry Content** typically includes panels of industry representatives. This is an opportunity for NACRO members to learn about priorities, strategic changes, etc. from the industry perspective. We want to better understand how to work with industry and understand the pressures on their offices that impact success on campus. Panelists should be clearly informed of the NACRO mission.
- **Blueprint Content** will, to the extent possible, be offered at a time that does not conflict with official NACRO meetings, enabling current leadership to participate. Blueprint offers a basic tutorial on corporate relations; conveys the history of NACRO and why we exist; welcomes new members; encourages participation in committees; outlines what newcomers can expect from the conference; and facilitates networking.
- Subcommittee Chairs are designated for University Content, Industry Content, and Blueprint Content. The subcommittee chairs then finalize session moderators.
- Session moderators design the session, secure panelists, craft the Q&A session, and time-manage the session at the annual conference. Moderators are expected to host a conference call for all panelists prior to the conference.
- Evaluations of past conference sessions are conducted after each conference. Feedback is taken into consideration by future conference program planning committees. Past conference evaluations are posted on the website.
- Chairs prepare, in coordination with ASG, a conference budget, to include Blueprint Content. They work closely with ASG on conference logistics to obtain the most favorable rates.
- Chairs determine the list of those to receive thank you gifts (not to exceed \$25 per person).

Duties:

- Plans and coordinates the Annual Conference program—University Content, Industry Content, and Blueprint Content—in conjunction with the host school(s).
- Oversees a conference session RFP process, including publishing an RFP, reviewing submissions, and responding to all applicants. Those submitting RFPs may either volunteer to moderate a session themselves, or suggest a topic for another person to moderate. The RFP process allows members to think through all aspects of presenting a session, and it allows the conference planning committee to connect members with shared topical interests.
- Presents draft conference program at the mid-winter leadership meeting.
- Coordinates the keynote speaker/plenary sessions (as appropriate) after topic is discussed by the BOD.
- Selects chairs for each content area and leads subcommittees in crafting the program sessions, finding the presenters/speakers, and communicating logistics to/from the host institution(s).
- Recommends new program formats (including training).
- Seeks assistance, as needed, from the BOD and other members in securing speakers for conference sessions.
- When applicable, matches session topics with qualified moderators.
- Session moderators secure panelists and serve as lead communicators about conference logistics for their session.
- Session Moderators are responsible for collecting conference materials and providing this information to the Marketing Committee so materials can be posted on the NACRO website in a timely manner.

- Manages the external speaker registration process. Coordinates with the Marketing Committee to determine appropriate registration processes for external speakers.
- Consults with the Marketing Committee to make a joint recommendation regarding member benefits to the BOD.
- Creates the conference evaluation form.
- Determines how the evaluation form will be distributed and collected, in collaboration with the Marketing Committee.
- Summarizes the conference evaluation responses and produces a report to the BOD.

Hosting the annual conference – logistics to consider

- Conference expenses are funded from a budget approved by the Board of Directors. ASG, acting on NACRO's behalf, will contract directly with conference vendors or, if the host institution(s) receives a more favorable rate, will reimburse host institution(s) for conference expenses.
- Conference expenses typically include: facility rental fees, conference meals, shuttles, and costs associated with hosting external speakers. Registrants and guest speakers are responsible for their own travel to and from the conference site or hotel. Conference hosts may wish to organize shuttle transportation between conference venues and/or conference hotels, if the distance between them cannot be easily walked and the budget allows.
- Typical conference attendance ranges from 300-400 (includes panelists/speakers). Conference sites need to be able to accommodate attendance comfortably. ASG sends out RFPs to area hotels, negotiates room blocks and rates, and contracts on behalf of NACRO for room blocks.
- If corporate sponsorships are solicited, the BOD will coordinate the solicitations, with the assistance of ASG.
- Conference revenues should exceed conference expenses for budget estimate purposes. Maintaining a surplus is important to having sufficient funds to pay for NACRO annual operations.
- NOTE: external speakers do not pay a conference registration fee for the day on which they speak; if they attend the entire conference then they must pay to register. NACRO has not paid honoraria to speakers.
- Annual conference registration fees per person are approved by the BOD upon recommendation by the Finance Committee.
- Conference expenses will impact conference programming and vice versa.
- Optional activities occurring outside of the formal conference program should be self-sustaining or covered by the host institution (no conference fees used for optional activities without prior BOD approval).
- Conference content is evolving with the addition of affiliate members to NACRO.
- Host institution(s) is allowed up to five complimentary registrations for conference attendance (does not include annual membership fee), unless there are two host institutions, in which case each host receives three complimentary registrations. Individuals from the host school who support conference functions, such as registration and who do not attend sessions or partake in meals, do not need to register for the annual conference. Guests accompanying speakers and select host school staff may audit sessions without paying to register for conference, pending permission from the conference planning committee. The marketing committee will provide a special code for registering these complimentary registrants. Registrants need to be some kind of member in the memberclicks system.
- Host institution is welcome to suggest panelists from their university, but final decisions are subject to the conference program planning committee.
- Beer and wine are permissible at NACRO events, with a maximum of two drink tickets provided per day.

Duties:

- Recommends hotels to ASG, which negotiates hotel contracts.
- Coordinates site visit before Mid-winter Meeting by ASG and any members of the BOD and conference planning committee who wish to attend. The primary goal of the site visit is to focus on logistical needs for the conference.
- Submits preliminary conference budget in early fall to the finance committee for inclusion in the NACRO annual budget. Conference budget needs to document all conference-related expenses and final budget amount is determined by the BOD. A revised budget is discussed between the VP for Finance and Conference Planning Committee Chairs.
- Provides staff to support execution of the conference logistics and registration.
- Works in conjunction with the Conference Planning Committee to present the annual conference. Typically a representative of the host school(s) serves a chair of the Conference Planning Committee.

Mid-Winter Leadership Meeting – logistics to consider

- A working group meeting for all committees, active committee members attend.
- Attendance is typically 50-60 people.
- Typically held in February; consult with incoming Presidents and Site Selection Committee when selecting the date.
- BOD approves agenda for the mid-winter meeting.
- Host school manages all logistics in coordination with ASG. ASG manages hotel RFPs, negotiations, contracts, catering, transportation, supplies, registration, etc.
- Registration fee should be in the range of \$200-\$250/person (fee can be changed upon recommendation of the Host School, if approved by the BOD) and includes all meals and meeting expenses other than lodging. Registration fees should cover direct meeting expenses only.
- Typically a 1.5 day meeting.
- Hotel rate should be offered one night prior to the start of the meeting (two nights total).
- As options, the host institution might choose to highlight its campus/programs, might include a speaker at the mid-winter meeting, or campus tour. Host school lead should discuss options and ideas with the Co-Presidents.
- Significant decision-making regarding the annual conference program is made during this meeting.
- Co-Presidents send a letter of appreciation to the host school after the mid-winter meeting.
- Two (2) complimentary NACRO member mid-winter leadership meeting registration fees are offered to the host institution.

Duties:

- Host institution develops initial draft of agenda.
- Host institution, in coordination with ASG:
 - handles all logistics for the mid-winter leadership meeting.
 - secures hotel and meeting space for the meeting.
 - secures AV for each meeting room (projector, screen, conference phones, etc.) per requests made by session leaders and/or committee chairs. Committee members typically bring their own laptops.
- Summary of the mid-winter meeting is posted on the NACRO website by the Co-Vice Presidents.

Selecting annual conference and mid-winter meeting sites

- One of the current Co-Vice Presidents leads an ad hoc committee to coordinate the site selection process, including issuing the RFP and reviewing applications. If neither of the Co-Vice Presidents have hosted a conference in the past, it is suggested they include a past conference chair to participate in the site selection process.
- Ideally, mid-winter meeting and annual conference sites are selected 2 years in advance.
- Co-Vice Presidents should be consulted before final dates are selected for the annual conference and the mid-winter meeting.
- Key decision factors in site selection include: proximity to airport, ability to handle the logistics and deliver a conference consistent with NACRO standards, and past involvement in NACRO.
- NACRO has developed a standard site nomination form, which is available on the website.

Duties:

- Issues the RFP, reviews applications, and recommends selections to the BOD.
- Notifies sites not selected prior to the official announcement of sites.

Nominations & Elections

- Immediate co-past presidents lead a Nomination Committee (NC) that manages the elections nominations process and coordinates the slate of officers to be voted on by the full membership. This group also creates the document of bios that serves as the 'ballot,' collects ballots, and creates the list of newly-elected officers.
- The ad-hoc nominations committee shall consist minimally of Immediate past co-presidents and current co-vice presidents.
- If there are more than two candidates running for an open position, the name receiving the most votes is elected.
- Per the Bylaws, in order to be eligible for a leadership role on the Board of Directors, candidates are required to serve a minimum of one year as an active committee member within the NACRO organization, with the exception of Conference Planning Chairs.
- Nomination Committee assembles a list of members who are interested in being considered for the BOD-appointed position of Conference Planning Chair.
- The Bylaws allow for electronic voting.
- Current members (with paid membership dues) are granted voting rights.
- New officers are announced at the annual conference and begin serving their terms immediately.

NC Duties:

- Prepares/maintains a process and communicates that process to members. The goal is for the process to be transparent, competitive, and one that develops a pool of future candidates for elected positions.
- Identifies OPEN positions for the Board of Directors. See below.
- Solicits nominations from the membership and encourages committee leaders to solicit nominees from their committees in order to provide maximum continuity.
- Creates ballot and elections schedule. The ballot is presented to the entire membership for voting for at least 14 days prior to the results being announced.
- The ballot includes a short bio of professional accomplishments and NACRO involvement for each candidate.
- Works in collaboration with the marketing committee to host the ballot on the NACRO website.
- Notifies newly elected officers about their status prior to the start of the annual conference and encourages them to attend the conference.

Timeline for the NC cycle

- **By Mid-Winter Meeting.** NC assesses which positions are OPEN for election. See Below for list of BOD positions, and typical year BOD openings.
- **Leading up to and at Mid-Winter Mtg.** NC speaks with members who have the potential for stepping into a leadership role on committees and NACRO leadership.
- **5 Months before election.** NC sends request for nominations to fill the open positions, to the whole NACRO membership
- **2-4 months before election.** NC compiles all the nominations for all open positions. NC narrows list of nominees down to five candidates for each OPEN position. NC interviews candidates and finalizes the choice of candidates down to two for each OPEN position. NC assembles the ballot for BOD approval.
- **1-2 months before election, and/or in time for penultimate BOD conference call before election.** NC submits ballot to BOD for approval. Allow for contingencies and enough time in case BOD does not approve the ballot. The BOD approves the entire slate, not each individual candidate.
- **At least 14 days before the close of election.** Marketing Committee works with NC to send election ballot out to whole membership.
- **After the election.** NC contacts newly elected officers to deliver the news and encourage them to attend the conference.

BOD positions and typical OPEN BOD positions each year

In the case that Current Year (CY) BOD members are unable to continue their role in the Next Year (NY), their positions will be considered OPEN for elections.

Positions typically OPEN for election every year:

- a) **Vice President (Finance) NY** → OPEN
- b) **Vice President (External Relations) NY** → OPEN
- c) **Benchmark Cmte Chair-elect NY** → OPEN
- d) **Marketing Cmte Chair-elect NY** → OPEN
- e) **Strategic Alliances Cmte Chair-elect NY** → OPEN
- f) **Professional Development Cmte Chair-elect NY** → OPEN
- g) **Member-at-large NY** → OPEN

BOD Next Year:

- 1. **President NY** → VP CY
- 2. **President NY** → VP CY
- 3. **Vice President (Finance) NY** → OPEN
- 4. **Vice President (External Relations) NY** → OPEN
- 5. **Past President NY** → President CY
- 6. **Past President NY** → President CY
- 7. **Benchmark Cmte Chair NY** → Chair-elect CY
- 8. **Benchmark Cmte Chair-elect NY** → OPEN
- 9. **Marketing Cmte Chair NY** → Chair-elect CY
- 10. **Marketing Cmte Chair-elect NY** → OPEN
- 11. **Strategic Alliances Cmte Chair NY** → Chair-elect CY
- 12. **Strategic Alliances Cmte Chair-elect NY** → OPEN
- 13. **Professional Development Cmte Chair NY** → Chair-elect CY
- 14. **Professional Development Cmte Chair-elect NY** → OPEN
- 15. **Conference Planning Cmte Chair NY** → appointed by the BOD
- 16. **Conference Planning Cmte Chair NY** → appointed by the BOD
- 17. **Member-at-large NY** → OPEN

Other committees, whose leadership is not voted on, but selected/approved by the BOD:

- **Mid-Winter Cmte Chair NY** → Host of the Mid-Winter Meeting next year.
As an ad-hoc committee, the **Mid-Winter Cmte Chair NY** does not have BOD seat although they are invited to some BOD meetings.
- **Finance Cmte Chair NY** → One of the **Vice President NY**
The BOD approves the **Finance Cmte Chair NY**.
- **Conference Planning Cmte Chairs NY** → Appointed by the BOD
Typically they are the host(s) of the next year annual conference.
- **Nomination Cmte Chairs NY** → **Past Presidents NY**
- **Ad-hoc Site Selection Cmte Chair NY** → One of the **Vice President NY**
- **Ad-hoc Strategic Planning Cmte Chairs** → Appointed by the BOD

Gifts for outgoing Co-Presidents

- Coordinated by Co-Vice Presidents, and presented during the annual conference by the Co-VPs. Conference host and/or Co-VPs should arrange for shipping to the Co-Presidents' universities.
- Past gifts have included etched glass trophies or vases, and reversible vests.

Official NACRO signatures and tax status

- NACRO is a 501(c)6 organization and considered a non-profit.
- In January 2014 NACRO adopted Operating & Accounting Procedures specifying that checks for less than \$5,000 may be signed by one of the Co-Presidents, the VP for Finance or the Business Manager. Checks for \$5,000 or more must be signed by two of these individuals. Checks to ASG may not be signed by the Business Manager.
- NACRO taxes are filed annually and this process is coordinated between the Vice President for Finance, the NACRO Business Manager and the NACRO accountant.
- NACRO is registered as a Wisconsin Nonstock Corporation and has a Certificate of Authority from the State of Georgia; an annual report is required to be filed by June 30 of each year (by the NACRO accountant).
- Requests for an official statement from NACRO should be directed to the Vice President for Finance.

Annual Business Meeting at the Annual Conference

- This is intended to be a NACRO 'State of the Union'–style meeting and is presented and managed by the current Co-Presidents.
- A financial status update is to be included in this presentation.
- The membership in attendance will vote on any proposed By-Law changes previously reviewed by the Board of Directors.
- The new Board of Directors will be announced, as well as mid-winter leadership meeting and annual conference locations for the next year.
- A detailed description of committees should be shared and new volunteers encouraged.

(Co-Presidents keep the calendar updated, in conjunction with ASG)

January

- The NACRO News e-newsletter is distributed, via email, the first week of each month
- Nominating Committee assesses which BOD positions are open for election

February

- Mid-winter leadership meeting (working committees)
- Draft annual conference program is presented at the mid-winter leadership meeting
- Benchmarking Committee presents rollout plan for survey at or before mid-winter leadership meeting, including timelines and assistance needed from other committees and BOD
- Committees may request additional funds from the Finance Committee to support their efforts
- At Mid-Winter, Nominating Committee speaks with members who have the potential to step into a leadership role on committees and NACRO leadership
- Nominating Committee sends request for nominations to fill open positions to the entire NACRO membership

March

- Conference registration form changes submitted to Marketing Committee by March 15
- Preliminary conference details released to Marketing by March 15 for inclusion on the website and membership email announcement (aka save-the-date)
- Preliminary information submitted to the Marketing Committee by March 15 for inclusion in the spring membership communication

April

- NACRO taxes are filed on or before this date
- Nomination Committee compiles all the nominations for all open positions, interviews candidates and finalizes the choice of candidates, and assembles the slate of candidates for BOD approval
- Spring membership communication to include information about conference, elections, site selection, benchmarking survey, etc.
- All final conference details released to Marketing for inclusion on the website

May

- Conference registration form is released on website (April/May)
- A communication to the membership regarding the conference happens on the same date that the website information is released
- Nominating Committee submits ballot to BOD for approval
- BOD votes to approve the slate of candidates

June

- Slate of candidates presented to the membership and voting takes place for at least 14 days
- Wisconsin Nonstock Corporation annual report due by June 30
- Conference program evaluation form is finalized and changes are submitted to the Marketing Committee by June 15
- VP of Finance prepares preliminary draft budget for upcoming fiscal year for outgoing board to review and make recommendations to the new board

July

- Ballots collected and nominees are notified of status
- Annual Conference (sometimes held in August)
- Board of Directors announced at the Annual Conference
- Current NACRO white paper presented at the annual conference and any public materials are available on the website
- New board member orientation session held at completion of annual conference (new Co-Presidents lead)
- New Co-Presidents introduce the draft budget. First request for committees to submit budget inputs.

August

- Conference evaluation form disseminated
- Membership year ends on August 31

September

- Membership Year begins on September 1
- VP of Finance makes second request for budget inputs by mid-September
- Annual conference expenses must be closed out by September 30. This includes NACRO receipt of detailed invoices for all expenses
- Nominating Committee convenes to review the nomination and election process

October

- Conference registration form changes and final mid-winter meeting logistics submitted to Marketing Committee by October 15
- Annual conference survey results presented to BOD
- Mid-winter leadership meeting registration fee finalized
- Finance Committee presents annual budget to BOD

November

- NACRO fiscal year begins
- BOD approves budget
- Co-Presidents finalize mid-winter meeting agenda
- Mid-winter leadership meeting registration form is live on website (sometimes December)
- Annual Conference site visit takes place (sometimes December)

December