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# Preamble

The Leadership Section is part of the North Carolina Public Health Association, and the Leadership Section Bylaws shall be in compliance with the Bylaws of NCPHA.

# General Information

Purpose: This Manual of Procedures is designed as an adjunct to the Bylaws of the Leadership Section of the North Carolina Public Health Association. As a working document it outlines the methods by which activities of the Section are performed in accordance with Section Bylaws.

Distribution: Each person serving on the Executive Committee of the Section should receive a copy of this document on the last day of the Annual Meeting in the year they take office, or as soon as practicable. Revision(s) of this document may be made by a simple majority vote of the Executive Committee. Revisions should be dated and distributed to Executive Committee members by the Section Chair.

Function: This document in no way replaces the Leadership Section Bylaws. It is essential that each member of the Executive Committee familiarize themselves with both the Manual of Procedures and Section Bylaws.

# Officer Functions

## Chair

1. Represent the section on the NCPHA Governing Council and attend the majority of Governing Council meetings either in person or via phone.
2. Submit proposed changes in the Section Bylaws or Manual of Procedures to the section Executive Committee, section membership, and NCPHA Governing Council, in this order, for approval.
3. Submit to the NCPHA Governing Council any section resolutions that contain reference to or involvement of NCPHA.
4. Submit names of newly elected officers to the staff of NCPHA and the Secretary of NCPHA Executive Committee following the Annual Business meeting of the Section.
5. Respond to questions related to fiscal audits performed by the executive staff of NCPHA.
6. Perform, delegate or supervise all duties ascribed to the Chair as delineated in this Manual.
7. Appoint Ad Hoc or Special Committees as needed.
8. Serve as or be responsible for appointing liaisons to the NCPHA Annual Meeting Committee, NCPHA Advocacy Committee, and the NCPHA Membership Committee.
9. Facilitate or appoint committee member to be responsible for:
   1. Facilitation of the section sessions at the NCPHA Annual Meeting.
   2. Gifts or Honorariums for speakers at NCPHA Annual Meeting.
   3. Conduct elections for new section officers at Annual Section Meeting.
   4. Present expenses to the Section Treasurer as incurred, and final section expenses for the fiscal year at the Annual Meeting.
10. Collection, creation, and provision of NCPHA Newsletter content.

## Vice-Chair

1. Serve as delegate for Chair when necessary.
2. Attend meetings for Chair when Chair not available.
3. Perform responsibilities ascribed to the Vice-Chair as delineated in this Manual.
4. Perform annual section nominating process for new section Executive committee elections.
5. Solicit from Leadership Section membership interested applicants or nominations no later than 60 days prior to first day of NCPHA Annual Meeting.
6. Prepare list of candidates for presentation to section membership. More than one candidate for each office may be presented for consideration.
7. Secure from NCPHA Executive Director or designee current list of Section members eligible to vote.
8. Email electronic ballot to all members eligible to vote. Voting will remain open for two weeks.
9. The electronic voting ballot packet shall include: official ballot and brief biographical information about each candidate.
10. Notify the winning candidates as early as possible after closing of ballot. Winners are encouraged to attend that year’s NCPHA Annual Meeting usually held in late September.
11. Prepare a written report of election results for the Executive Committee prior to the section Annual Business Meeting.

## FEC Committee Representative

1. Attend/Call-In to FEC Planning Committee meetings/calls.
2. Plan and Coordinate with other section Executive Committee members the FEC sessions/presenters.
3. Coordinate correspondence with session presenters before, during, and after NCPHA Annual Meeting, to include honorarium and hotel room arrangements and payment, thank you cards, etc.
4. Report to section Exec Committee FEC activities, plans, concerns, tasks, progress.

## Advocacy Committee Representative:

1. Serve as liaison on the NCPHA Advocacy Committee.
2. Inform section Exec Committee of Advocacy Committee activities, plans, concerns, tasks, progress.

## Secretary/Treasurer:

1. Liaise with NCPHA Business Officer on all section financial procedures.
2. Obtain and use NCPHA letterhead in official correspondence. Include "Leadership Section" on envelope return address and stationery letterhead for all correspondence.
3. Prepare an up-to-date roster of Executive Committee members and addresses.
4. Maintain section Executive Committee and General Meeting records: date/place, notes, actions
5. Within one month following the annual business meeting, transfer all records, reports, and other pertinent materials to the newly elected Secretary/Treasurer.
6. Perform responsibilities ascribed to the Secretary/Treasurer in this Manual of Procedures.
7. Obtain a signature card necessary to transfer the Section's checking and savings accounts to the incoming Treasurer's signature for banking privileges (every two years). Obtain a signature card for incoming Chair each year.
8. Keep full and accurate records of receipts and disbursements, making payment by check only.
9. Keep the Chair informed of all expenditures.
10. Maintain three separate accounts:
    1. Section Money Market
    2. Section Checking
    3. Section Savings
11. Prepare and present a written Treasurer's report at each section business meeting.
12. Respond to questions related to fiscal audits performed by the executive staff of NCPHA.
13. Within one month following the close of the Section Annual Meeting, transfer all funds, records, reports and other pertinent materials to the newly elected treasurer (every 2 years).

## Immediate Past Chair:

1. Serve as Section representative to NCPHA's Nominating Committee.
2. Serve as liaison for the Leadership Section on the NCPHA Membership Committee.
3. Assume duties of Section Chair, should chair be unable to fulfill duties, until a replacement can be appointed.

# Ad Hoc and Special Committees (enacted and appointed as needed by Chair)

## Bylaws and Manual of Procedures Committee

1. The section Executive Committee will serve this capacity.
2. Review current Bylaws every two years, or upon need. The Manual of Procedures should be reviewed for any changes in alternating years.
3. Accept recommended changes from the Executive Committee and/or initiate changes as necessary.
4. Prepare changes for approval of the section Executive Committee and section membership.
5. Submit revised Bylaws to the Section Chair for submission to the NCPHA Governing Council.
6. Distribute Bylaws with revisions to the Section membership at the annual meeting.
7. Ensure Executive Committee members have the current Section Bylaws and Manual of Procedures.

## Nomination Consent to Serve Form

**NORTH CAROLINA PUBLIC HEALTH ASSOCIATION LEADERSHIP SECTION**

I understand the duties of the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as described in the NCPHA Leadership Section Manual of Procedures and I agree to allow my name to be placed in nomination for this office.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/ Position:

Years of Experience in Public Health: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member in Good Standing of NCPHA: Yes No \_\_\_\_\_\_\_\_\_\_\_\_

Previous Offices/Committees held in NCPHA:

Professional Affiliations:

Previous offices/committees held in other professional organizations:

Completed nomination forms to be submitted to Leadership Section Chair each year. Please see NCPHA Leadership Section webpage for current Chair’s contact information.