

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS STANDARD OPERATING PROCEDURES

PRESIDENT

Reviewed: June 2019

Amended: July 2019

Effective: October 1, 2019

PURPOSE Through leadership and guidance establish, maintain promote, and ensure NCSSSA's integrity; appropriateness of the governing documents; stability of its financial structure; constructive communication with and between members and federal agencies; committees are aware of and fulfills the established responsibilities; and business is conducted professionally both internally and externally.

RESPONSIBILITIES

1. Serve as the Chair and voting member of the Executive Committee and facilitate its role in achieving the Organization's goals and objectives. Serve as an ex-officio nonvoting member of all other committees.
2. Pursue actions that benefit and advance the Organization's purpose. Provide the leadership, time, and effort to serve the best interests of the members.
3. Serve as a spokesperson on behalf of the members. Manage the operations of the Organization including, although not limited to, policy adherence and fiscal responsibilities.
4. Review and approve all NCSSSA expenditures according to policy for payment by the Treasurer. The President's expenses and reimbursements will be approved by the First Vice President.

The President shall have full online access to all bank accounts and shall review the activity no less than monthly either at the regularly scheduled Executive Committee meetings and/or online.

5. Participate in meetings that are held for furthering the stated goals. Promote and maintain close affiliations with the members, federal agencies, and other professional and governmental organizations. Cultivate business relationships, monitor, and communicate changes (programmatic or administrative) which affect the Organization.
6. According to the Standard Operating Procedures, appoint the First Vice President as the Program Committee Chair; Vice President Designate as the Membership Committee Chair, and each Regional Vice President as members of the Membership Committee; and the Training & Succession Planning Committee Chair to the Program Committee. The President may appoint each Committee Chair to be members of the Governing Documents Committee. Appoint standing committee chairs and members of the established committees (President may consult with newly appointed chairs

regarding committee assignments) within 30 business days following the Annual Conference and notify each Committee Chair and member of his or her appointment.

7. Establish Ad Hoc Committees according to the Organization's needs. Assign tasks and delegate responsibilities to Ad Hoc Committee Chairs and members.
8. Maintain direct and open communication with Committee Chairs and members. Request periodic reports from Committee Chairs, evaluate progress, and provide guidance, as needed.
9. Schedule and attend the Annual Leadership Meeting with the Internal Revenue Service (Washington D.C.), the Social Security Administration (Baltimore, MD), and other appropriate agencies. Provide guidance and leadership in preparing the annual Issues Statement and agenda for the meetings. If called upon, co-testify with designated members before governing bodies. Provide technical knowledge and assistance in matters regarding Section 218 coverage.
10. Reconcile and resolve Organizational issues that are not consistent with or impede the progress of the membership. Pursue resolutions drawing upon the resources of the Organization.
11. Provide general direction regarding the Annual Conference including the allowable budget and any other guidance the Program Committee shall request.
12. Past Presidents may be re-elected to serve as President upon consent of the Past President and upon receiving the most votes from the eligible voting members (one vote per State and dues must be current to be eligible to vote).

ANNUAL CONFERENCE

13. Preside over the Executive Committee meetings, Annual Conference scheduled business sessions, and special meetings as identified in the Annual Conference program.
14. Attend the regional meetings during the Annual Conference. The President or designee shall be available to provide guidance or facilitate a meeting, as requested by a Committee Chair.
15. Communicate with federal officials regarding Section 218 coverage and tax issues. Represent NCSSSA's course of action that benefits the Organization as a whole. Report the details of any mutual agreement or decision to the NCSSSA members.
16. Welcome new NCSSSA members, guest speakers, federal officials, and attendees to the Annual Conference.

17. Facilitate the transition between the outgoing President and newly elected President. Attend and actively participate in the post Annual Conference and executive planning sessions. Ensure that all pertinent conference materials are provided to the newly elected President including any outstanding Annual Conference issues. Review the President's responsibilities and serve as an advisory resource.

Universal Committee Requirements

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.

STANDING COMMITTEE CHAIR & MEMBER INTEREST

DATE:

FROM: President (Insert name, state, phone number)

TO: All NCSSSA Members

Every year after our Annual Conference ends, each of the NCSSSA committees are reformed. The Executive and Membership Committees chairs and members are prescribed in our Standard Operating Procedures. The remaining committee chairs and members are appointed by the President.

If you are interested in participating in or chairing one – or more – committees, please complete this form and return it to me by email (president@ncsssa.org) no later than _____.

Please refer to the Standard Operating Procedures on our Website for detailed information about each committee. If I can be of any help, please also email or call.

Standing Committee	Chair	Member
Auditing		
Election		
Governing Documents		
Internet Communications		
Legislative		
Membership		
Networking Sessions		
Program		
Resolution		
Time & Place		
Training & Succession Planning		

Name

State

Thank you for your interest in giving your time and services to our organization. Appointments will be publicized very soon!