

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

STANDARD OPERATING PROCEDURES

EXECUTIVE COMMITTEE

Reviewed: June 2019

Amended: July 2019

Effective: October 1, 2019

PURPOSE

To act as the administrative and governing body of the NCSSSA; serve as a consultative and advisory body that evaluates and sets policy and direction exercising the authority within the governing documents including the Constitution & Bylaws, Standard Operating Procedures, Policy, and Mission, Vision, Values Statement collectively known as the Governing Documents.

RESPONSIBILITIES

1. The Executive Committee shall be comprised of the thirteen officers. Five as elected by the majority of votes cast by the Designated Members and in the manner prescribed in the Election Committee's Standard Operating Procedures plus the Immediate Past President. Elected positions consist of the President, First Vice President, Vice President Designate, Secretary, and Treasurer plus the Immediate Past President. The remaining seven officers represent the Regional Vice President positions elected by the Designated Members in each region. Each member shall have equal voting rights.

2. Individuals serving on the Executive Committee must be serving in a Section 218 capacity within a state in good standing (annual dues are current).

The President shall hold no less than six Executive Committee meetings during the Conference Year. A meeting may be convened absent a quorum; however, a quorum of half of the Committee's membership shall be required to be present at the time a vote is called by the President or designated chair. Requiring at least a quorum to hold a vote, a majority of the members present will be required to pass any issue.

3. The Executive Committee shall have the authority to accept, edit, and adopt Standard Operating Procedures and Policy as recommended by the Governing Documents Committee to conduct NCSSSA business with respect to all matters provided in the Governing Documents.
4. Accept, negotiate, and finalize, or approve Annual Conference site and contracts based on recommendations by any standing committee.
5. At each scheduled Executive Committee meeting, review revenue and expense reports provided by the Treasurer and annually set the Training & Succession Planning Committee's budget.
6. Monitor the activities within the seven designated NCSSSA Regions through the Regional Vice Presidents' reports at the regular meetings.

7. On an annual basis, or as needed, the Executive Committee shall consider potential risks, penalties, or liabilities that the organization may face during the year and take appropriate steps in the best interest of the organization to protect against those contingencies. This may take the form of insurance, surety, fidelity, or other action the Executive Committee deems appropriate.
8. Undertaking such other matters and issues as may be necessary.

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.