

Seeking Candidates for the National Interstate Council of State Boards of Cosmetology (NIC) Executive Board!

NIC is seeking visionary thinkers with proven leadership capabilities. In addition, we are interested in candidates who have the capacity to cultivate relationships with multiple and diverse stakeholders, understanding of organizational change and development, and willingness to serve in a team environment.

The NIC Executive Board elections will be held at our Annual Conference in Louisville, Kentucky.

The available positions on the Board are as follows:

-  President

-  First Vice President

-  Second Vice President

-  Secretary Treasurer

-  Region 1 Director

-  Region 2 Director

-  Region 3 Director

-  Region 4 Director

The management of NIC is exercised by an Executive Board composed of all officers. The president is the Chairman of the Executive Board.

The officers of NIC consist of a president, immediate past president, first vice president, second vice president, secretary/treasurer, four regional directors and two executive directors, all of whom, except the immediate past president, is elected by the general membership during the annual conference.

Only Active members in good standing are eligible to be elected to an office, except that the executive directors elected as members of the Executive Board shall be Associate members. No person shall hold more than one elective office simultaneously. Any member of the Executive Board whose membership on their state board is terminated will be allowed to complete their elected term of office.

Roles and Responsibilities of NIC Board Members:

Serving on the National Interstate Council of State Boards of Cosmetology (NIC) Executive Board requires strong leadership and commitment to the mission and vision of the organization. In addition, serving on a board of directors is a major commitment that should not be undertaken lightly.

The Executive Board responsibilities include fiscal oversight, strategic planning and personnel actions. Individuals appointed to the Executive Board meet regularly to review budgets, operations, strategic plans and personnel matters. Advice and guidance is given to the organization's management team.

Descriptions of Board Positions

PRESIDENT

- Senior officer of the Council
- Presides at all regular and special meetings of the Council and Executive Board
- Responsible to the Executive Board for the daily operation of the business of the Council
- Ex-officio member of all committees
- Knowledgeable in parliamentary procedures and Robert's Rules of Order
- Attend all committee meetings when possible
- Available to all members on a daily basis for consultation
- Appoints all committees within 90 days following the Annual Conference
- Creates special committees when necessary to achieve objectives of the Council
- Guides and provides direction to the Executive Director
- Leads the development of the Strategic Business Plan
- Fiscal oversight of the NIC budget and authorization of expenditures
- Oversees personnel matters within the organization
- Contract authorization
- Oversight of the national testing program examination development company and test administration vendors/states
- Public speaking engagements on a national and international basis

FIRST VICE PRESIDENT

- In the absence of the President, or of the refusal of the President to act, shall be vested with the full powers, duties and obligations of the office of the President
- Serves as a member of the National Examinations Committee
- Serves as National Chair of the Aurie J. Gosnell Scholarship Committee
- Knowledgeable in parliamentary procedures and Robert's Rules of Order
- Ability to conduct business meetings of the Council in the President's absence

- Attend all meetings of the Council
- Complete all assignments as directed by the President
- Attend committee meetings when possible or when assigned by the President or in the absence of the President

SECOND VICE PRESIDENT

- At the request of the President, shall represent the Council at such meetings as may be necessary
- Serves as a member of the National Examinations Committee
- Knowledgeable in parliamentary procedures and Robert's Rules of Order
- Ability to conduct business meetings of the Council upon request of the President
- Attend all meetings of the Council
- Complete all assignments as directed by the President
- Attend committee meetings when possible or when assigned by the President

SECRETARY/TREASURER

- Keep the minutes of all meetings of the Council in the absence of the Administration Services Coordinator
- Provides each Executive Board member with one copy of minutes in the absence of the Administration Services Coordinator
- Performs duties assigned by the President or the Executive Board
- Consults and advises the Comptroller of the Council's fiscal policies
- Serves as internal auditor for the Council with duties and responsibilities that the Executive Board shall prescribe
- Presents to the Executive Board written quarterly and annual financial reports of the Council prepared by the Comptroller in the absence of the Comptroller
- Knowledgeable of basic financial reporting and accounting principles
- Knowledge of recording minutes of business meetings to include all motions, seconds and results, as well as condensed discussion
- Responsible to obtain knowledge of the Council's fiscal policies and financial statements

- Ensures the Comptroller has the financial records of the Council audited every two years by a certified public accountant approved by the Executive Board
- Serve as Chairman of the Budget Committee and serve as a member of the Bylaws Committee
- Ensures the Comptroller arranges for the preparation and submission of all required tax returns on behalf of the Council
- Report to the President and/or the Executive Board any violation of the Council's fiscal and/or financial policies and procedures
- Performs a thorough review of the Council's estimated income and expenditures
- Ensures all budget committee members have executed an Affidavit of Nondisclosure and confidentiality before engaging in committee activities.
- Presents an annual operating budget to the Executive Board for approval before the end of each fiscal year. The budget shall include an analysis of the budget proposal and projected expenses for all cost centers

REGION DIRECTORS

- Serve as members of the Executive Board and shall be responsible to all members of their region for dissemination of information and help as needed and requested
- Serves as Chair of their region for Aurie J. Gosnell Scholarship Committee
- Responsible for regional meetings, if, regional meetings are authorized by the Executive Board
- Contact liaison for each state in their region and provide information as requested
- Prepares written activity reports to be delivered at each Executive Board meeting
- Performs the duties as it pertains to the Aurie J. Gosnell Scholarship
- Act as a liaison between NIC and the states in respective region. This shall include, but not be limited to, reaching out to the state boards in the region at least once a quarter to offer assistance and encourage state participation at the mid-year meeting and annual conference; and monitoring state board websites and meeting minutes, reporting crucial information such as law changes, or deregulation discussion to the President

EXECUTIVE DIRECTORS

Executive Directors conduct their own elections on site at the Annual Conference during the Executive Director's Committee Meeting. The committee presents their slate of officers to the delegates during elections and is confirmed by the delegates. Interested individuals do not need to complete the nominating questionnaire, as nominations are conducted at the committee meeting at the Annual Conference.

- The Chairperson of the Executive Directors Committee shall be responsible to oversee the activities of the committee towards the goal of planning, coordinating and conducting a meeting of Executive Directors and to maintain a repository of current information on each state to include agency contact information and licensure, continuing education, examination and reciprocity/endorsement requirements to be published on an annual basis
- Advise the President of any activity or circumstance that may prevent the Chairperson from performing the duties and responsibilities as listed
- Communicate with the committee members on a regular basis
- Conduct as many meetings of the committee as is necessary to achieve the primary responsibility of planning, coordinating and conducting an annual meeting for the Executive Directors. Prepare a record of each meeting minutes
- Conduct surveys of all Executive Directors to solicit topics of interest to be used as the basis for developing the annual educational program and assess executive directors' willingness to assist with the presentation of the topics of interest
- Select topics for presentation based upon the survey conducted and select presenters or lead individuals for each topic. Select a balanced format for the agenda (formal presentation, panel activity and open discussion) which will encourage Executive Directors to explore current issues and share ideas, problems and experiences. The agenda for the educational program must reflect the goal of advancing the technical, human and conceptual skills required of Executive Directors to effectively carry out the directives of their respective board or department
- Set a registration fee to recover the actual expenses of the meetings

- Coordinate with the Conference Coordinator for the meeting room, food or refreshment functions, special equipment, and any other arrangements needed for the meeting
- Send at least two notices of the Executive Directors Meeting to all Executive Directors and each Executive Board member
- Maintain records of all expenses incurred for the meeting and provide receipts to the Conference Coordinator
- Conduct and facilitate the meetings of Executive Directors as scheduled. During the annual meeting, the Chairperson shall conduct an election to select nominees for the Executive Director Offices on the Executive Board. Of the two Executive Directors elected, at least one shall be a current member of the Executive Board. The Chairperson shall submit the name of the nominees to the Nominating Committee for inclusion on the slate of nominees for offices that the Nominating Committee recommends to the delegates
- Prepare a record of the Annual Meeting and send the minutes of all committee meetings to the incoming Chairperson for distribution with the survey to Executive Directors
- Conduct an evaluation at the conclusion of the Executive Directors meeting to provide feedback regarding content, format, and presenters, as well as suggested topics for the following year. The outgoing Chairperson shall forward the results to the incoming Chairperson of the Committee after appointment
- Prepare and submit an activity report to be attached to the minutes of the Executive Board Annual Conference minutes

Any Members interested in running for an office on the NIC Executive Board must be interviewed by the Nominating Committee. The Nominating Committee will conduct interviews at the Annual Conference.

If you are interested in applying for a position on the NIC Executive Board, please complete the Nominating Committee Questionnaire below and return to Debra Norton. The Nominating Questionnaire may be submitted to Debra by email, mail or on site at the Annual Conference.

NOMINATING COMMITTEE QUESTIONNAIRE

Officers will receive re-imbusement up to \$3,500 a year for approved travel related expenses for Executive Board meetings and one mid-year meeting. Expectations of this position is to raise issues that are important to you, discuss the issues and accept the decision of the majority.

1. Please print your full name and the state you represent.

Name: _____

Email: _____ Telephone number: _____

State: _____

2. Office of the National Interstate Council of State Boards of Cosmetology

I am seeking nomination for the following office(s). Candidates may select more than one office.

- President
- First-Vice President
- Second Vice-President
- Secretary/Treasurer
- Regional Director

Please check Region Number: 1 2 3 4

[click on the link to see Regions - https://nictesting.org/wp-content/uploads/2020/07/NIC-Regions-Map.png](https://nictesting.org/wp-content/uploads/2020/07/NIC-Regions-Map.png)

3. Experience

Years served on state board: _____

Positions/Offices held and term served in each position:

4. Board Member Expiration Date

Provide current board member position expiration date: _____

5. Eligibility for Reappointment

State law allows for reappointment at end of my term (yes/no): _____

6. Travel Allowance

Present employment allows for attendance at NIC Executive Board meeting, mid-year meeting and annual conference (six to eight days annually)

(yes/no): _____

7. NIC Committees

Please list NIC committees served within the last three years:

8. Conferences Attended

Please list how many conferences attended:

Regional/Mid-year meeting: _____

Annual: _____

9. NIC Officer Positions Held

Please list prior positions held for NIC (state none if you have not held a position):

10. Organizations

Please list other organizations you are a member or officer. Provide amount of years and position served if applicable.

Qualifications

Please describe below the training, experience or knowledge that qualifies you to serve in this position:

The foregoing statements are true and accurate to the best of my knowledge.

Signature:

Date:

Please return questionnaire to:

Debra Norton

NIC Administrative Services Coordinator

7622 Briarwood Circle

Little Rock, AR 72205 (501)

227-8262

debranorton@sbcglobal.net