



Connecting State and University Fleets Since 1986

NCSFA Executive Committee Responsibilities

The Executive Committee conducts the business of NCSFA, including but not limited to, receipt of grants, establishment of cooperative agreements, and contracts. Committee members approve all use of NCSFA funds, as long as said funds are not used for salaries for committee members.

- **President**
 - Set agenda and preside at all business meetings
 - Appoint all committees
 - Ensure all directives and resolutions of the Executive Committee are carried out
 - Sign all written communications/documentation on behalf of NCSFA
- **President – Elect**
 - Perform all duties as assigned by the President
 - Execute the President’s duties if he/she is temporarily incapacitated or unable to complete his/her term
- **Vice President**
 - Perform all duties as assigned by the President
 - Act on behalf of the President and President-Elect if they are unable to perform their duties (temporarily or for the remainder of the term)
- **Treasurer**
 - Oversee NCSFA’s financial affairs
- **Secretary**
 - Take minutes during NCSFA meetings and publish information to the website and/or newsletter
 - Assisting with other print and publications as requested (i.e. Annual Workshop materials)
- **3 At-Large Members**
 - Ensure all member issues are addressed
 - Members should be representative of membership nationwide
- **Host Representative (1 year term)**
 - Assist with the planning of extra-curricular activities at the annual workshop, including but not limited to: guest program activities, transportation coordination, entertainment, etc.
- **Past President**
 - Ensure the President is clear regarding his/her duties and responsibilities
 - Perform all duties as assigned by the President
- **Corporate Liaison**
 - Work closely with the Executive Committee and the corporate membership to encourage participation
 - Solicit feedback and ideas from corporate members
 - Assist with annual corporate committee regarding event planning and sponsorship
- **Corporate Liaison-Elect**
 - Perform all duties as assigned by the Corporate Liaison
 - Act on behalf of the Corporate Liaison if he/she is unable to perform his/her duties (temporarily or for the remainder of the term)

This is a summary review of the responsibilities of the Executive Committee and not a comprehensive review. For additional information please see a copy of the NCSFA Bylaws or contact a member of the Executive Committee.