**NACDD Board of Director and Officer Descriptions**

The NACDD Board of Directors is composed of Members reflecting the values and beliefs of the Association. We believe that our Mission can be better achieved by leveraging the skills, talents, and perspectives of a broader and more varied range of leaders with diverse viewpoints, life experiences, cultural backgrounds, and geographic representation that will strengthen Board deliberations and decision-making.

**Qualities and Qualifications of NACDD Board Members:**

Being a Board Member enhances leadership skills via personal and professional development, as well as provides avenues to share experiences and network with other committed public health professionals and partner organizations.

A NACDD Board Member will possess the following qualities and qualifications:

1. ***Eligibility:***Must have served for at least one year in current position within a State or Territorial Health Department’s chronic disease program and/or acted in an Associate Representative Member role. Associate Representative Members must be currently working outside of a State Health Department, but must partner and collaborate effectively with State Health Departments.
2. ***Commitment:***Willingness to be an active, productive participant in an NACDD Board Committee. Also participate in councils, committees, or other NACDD program or project as needed. Comes to meetings prepared and having reviewed all meeting documentation.
3. ***Service:*** Availability to meet projected time commitment of the minimum of two hours per month (including Board orientation, conferences, and committee participation). Willingness to serve on at least one standing or ad hoc Board committee.
4. ***Loyalty:*** Directors often have interests that conflict with those of the nonprofit organization. The duty of loyalty requires that a Director be aware of the potential for such conflicts and act with candor and care in dealing with such situations. Directors should deal with a disclosed or hidden conflict that determines the propriety of the transaction.
5. ***Ethics and Integrity:***Not using the board position for individual or personal advantage. Agreeing to disclose all conflicts of interests annually by signing the Confidentiality and Conflict of Interest Policy and Disclosure Form.
6. ***Fundraising:*** Willing to make an **annual personal, monetary donation** of any amount to the organization and to assist with fundraising to support the organization’s legislation advocacy efforts.
7. ***Governance Skills and Abilities:***Experience in governing and policy development that includes providing strategic direction, monitoring organizational effectiveness, overseeing financial and budgetary issues, and determining critical policies or positions.
8. ***Teamwork Skills:***Experience working in partnership with volunteers, consultants, and staff with varying viewpoints and backgrounds. Ability to lead, influence, and work effectively toward common goals as a team member.
9. ***Leadership Experience and Qualities:***Demonstrated leadership through accomplishments in a particular field, service on other boards, or recognition through honors, awards, or achievements; or possession of a broad/visionary perspective (outside of State Health Department); or a deep knowledge of how to address issues relevant to state and national chronic disease programs.
10. ***Association Representative:***Ability to act as an NACDD spokesperson to the members, public, press, and partners in articulating NACDD’s positions, mission, goals, and activities.
11. ***Participation:*** Capability to attend and actively participate in regular and called meetings of the Board, provide updates on NACDD projects and partnerships, and participation in NACDD’s annual business meeting. Preparing for meetings by reviewing materials prior to the meetings of the Board.
12. ***Planning:*** Participating in annual and/or strategic planning sessions to define Association mission, priorities, and programs.
13. ***Equity Focus***: Working within an equity lens to assure anti-racist and anti-oppressive frameworks actively engaging in ongoing learning about these frameworks alongside staff, consultants, and other Members.

**President Description: (1-year term)**

The President serves as the volunteer leader and spokesperson for the Board and Association. They assure the Board of Directors fulfills its responsibilities for governance and partners with staff to achieve the mission of the Association. The President assumes office at the annual Board meeting at the beginning of the Association’s fiscal year (October 1) and serves a one-year term.

Duties:

1. Serves as official representative and spokesperson for the Board and Association, reflecting the needs, concerns, and aspirations of CDC and other stakeholders.
2. Chairs meetings of the Member, the Board of Directors, and Executive Committee. With staff, develop meeting agendas.
3. Recommends committee chairs and/or member leads with an eye to future succession; appointments are subject to approval by the Board.
4. Recommends liaisons to external organizations with an eye to appropriate knowledge and experience, an understanding of organizational mission and philosophy, and a willingness to commit time and energy to represent the organization. Appointments are subject to approval by the Board.
5. Appoints advisory, special, or ad hoc committees as deemed necessary to carry out the work of the Association
6. Presents to the Members an annual assessment of the strategic direction and accomplishments of the Association.
7. Assists with friend-raising and fundraising for the organization.
8. To address emergent chronic disease topics and member priorities, will establish an annual “President’s Challenge.”

Qualifications

1. Per NACDD Bylaws, the President must be a regular Member of the Association and have served at least one term as an at-large Board Member.
2. They will have served one year as President-Elect.
3. Must be willing to serve an additional two years in a leadership role with the Association that includes Past President.

**President-Elect Description: (1-year term)**

The President-Elect serves to provide future continuity of programs, goals, objectives, and strategic direction of the Association. They act in place of the President as needed or requested. The President-elect takes office at the annual Board meeting at the beginning of the Association’s fiscal year (October 1) and serves for one year. Service in the position of President-elect allows time to learn the business of the Association and to be mentored by the President and Past President.

Duties

1. Assists with friend-raising and fundraising for the organization.
2. Attends meetings of the Members the Board of Directors and the Executive Committee, a minimum of two hours per month.
3. Assumes all duties of the President in the event of absence or inability to perform their duties.
4. As the Bylaws Committee Chair, leads Association Bylaws updates annually.
5. Chairs ad hoc committees, serve on committees, or carry out special assignments as requested by the President.
6. Prepares for transition to presidency by setting goals, developing plans, and identifying potential committee chairs and/or Member leads for the coming year. Select committee chairs and other appointments in sufficient time to confirm appointments by the time they /he take office as President.

Qualifications

1. Per NACDD Bylaws, the President-Elect must be a regular Member of the Association and have served at least one term as an at-large Board Member.
2. Additionally, performance as Board Member should be reviewed to ascertain that the proposed President-Elect has carried out expectations of a Member of the Board (see qualifications for Board Members).
3. Must be willing to commit three years in a leadership role with the Association, with President and Past-President roles to follow.

**Past President Description: (1-year term)**

The Past President serves to ensure historical continuity of programs, goals, objectives, and strategic direction of the Association, serving as a mentor to the President and President–elect.

The Past President takes office at the annual Board meeting at the beginning of the Association’s fiscal year (October 1) and serves for one year.

Duties

1. Attends all meetings of the Members, Board of Directors, Executive Committee and Circle 59 (a minimum of two hours per month).
2. Leads Association new Board Member nominations process.
3. Assists with friend-raising and fundraising for the organization.

Qualifications

1. Per NACDD Bylaws, the Past President must be a regular Member of the Association and have served at least one term as an at-large Board Member.
2. The Past-President will have served one year as President and as President-elect.

If the immediate Past President is not available, the next most recent President may serve in this capacity, provide they still fulfill all the other requirements of a Board Member.

**Treasurer Description: (2-year term)**

The Treasurer serves to oversee the financial responsibility of the Association, review all appropriate financial records, and monitor disbursement of funds in accordance with approved Association policy. The Treasurer also serves as Chair of the Finance Committee. They assume office at the annual Board meeting at the beginning of the Association’s fiscal year (October 1) and serve a two-year term.

Duties

1. Attends all meetings of the Membership, Board of Directors, and Executive Committee.
2. Assists with friend-raising and fundraising for the organization.
3. Confers with outgoing/incoming Treasurer to transfer of responsibilities.
4. Works with Chief Executive Officer and Senior Director of Operations to ensure completion of necessary paperwork for the Association’s checking and savings accounts, including appropriate signatures for banking privileges.
5. Assures full and accurate accounting of all receipts and disbursements for the Association.
6. Develops an annual budget for the Association with the Chief Executive Officer, Senior Director of Operations, and Finance Committee.
7. Monitors the budget against expenditures.
8. Presents written Treasurer’s Report at regular meetings of the Board of Directors and at the annual business meeting of the Association.
9. Serves on the NACDD Finance Committee.

Qualifications

1. Per NACDD Bylaws, the Treasurer must be a regular Member of the Association and have served at least one term as an at-large Board Member.
2. The Treasurer should have experience developing and monitoring budgets, expenditure reports, and financial reports utilizing an accrual methodology and must be able to explain financial reports of a nonprofit 501(c)3 organization.

**Secretary Description: (2-year term)**

The Secretary ensures appropriate minutes are recorded, distributed, and posted for all meetings of the Membership and the Board of Directors. The Secretary assumes office at the annual Board meeting at the beginning of the Association’s fiscal year (October 1) and serves a two-year term.

Duties

1. Attends all meetings of the Membership, Board of Directors and Executive Committee and conducts and records roll call, as needed.
2. Prepares Board and Executive Committee minutes, reviews minutes to verify accuracy, and ensures distribution to Members for review prior to the next meeting.
3. Ensures minutes are recorded in a consistent format to include attendance, excused and unexcused absences, actions passed, actions failed, and other pertinent discussion.
4. Brings forward to the Executive Committee the names of Board Members who have had two consecutive unexcused absences.
5. Is prepared to present all outstanding old business.
6. Maintains the original, historical documents of the Association. Serves as the historian for the Association.
7. Confers with staff on the management and maintenance of the Board web platform.

**Director At-Large Description: (2-year term)**

Directors at large are elected by the Membership. The President may appoint ex-officio directors.

Duties

1. Prepares, attends and conscientiously participates in regular and called meetings of the Board, updates on NACDD projects and partnerships, and the annual business meeting of the Association.
2. Serves as Chair or Co-Chair of a standing committee of the Board and serves as a Member of other committees or project workgroups. Members should notify the President as to which committees are of greatest interest. (This does not apply to the President, who is ex-officio member of all committees).
3. Knows Association’s mission, policies, programs, and needs.
4. Participates in annual and/or strategic planning to define the Association’s mission, priorities and programs.
5. Participates in budget development and assists in monitoring the budget while assuring fiscal responsibility.
6. Assists in providing oversight and ensuring success of Association programs, services, and activities.
7. Serves as advocates and ambassadors for Association programs, services, and activities.
8. Makes a meaningful **personal monetary donation** to the organization.
9. Directors often have interests that conflict with those of the nonprofit organization. The duty of loyalty requires that a Director be aware of the potential for such conflicts and act with candor and care in dealing with such situations. Directors should deal with a disclosed or hidden conflict that determines the propriety of the transaction.
10. Help identify personal connections that can help Association’s fundraising efforts and reputation.

**Associate Director At-Large Description: (2-year term)**

Associate Directors at large are elected by the Membership and are non-voting members. The Associate Director represents Members who do not serve in a state health department but provide valuable insight to chronic disease prevention and control at the national level.

Duties

1. Prepares, attends and conscientiously participates in regular and called meetings of the Board, updates on NACDD projects and partnerships, and the annual business meeting of the Association.
2. Serves as Chair or Co-Chair of a standing committee of the Board and serves as a Member of other committees or project workgroups. Members should notify the President as to which committees are of greatest interest. (This does not apply to the President, who is ex-officio member of all committees).
3. Knows Association’s mission, policies, programs, and needs.
4. Participates in annual and/or strategic planning to define the Association’s mission, priorities and programs.
5. Participates in budget development and assist in monitoring the budget while assuring fiscal responsibility.
6. Assists in providing oversight and ensuring success of Association programs, services, and activities.
7. Serves as active advocates and ambassadors for Association programs, services, and activities.
8. The duty of loyalty requires Directors to exercise their powers in good faith and in the best interests of the Association rather than in their own interests or the interests of another entity or person. A Director shall not use a corporate position for individual personal advantage.
9. Makes a meaningful **personal monetary donation** to the organization.
10. Associate Directors often have interests that conflict with those of the nonprofit organization. The duty of loyalty requires that an Associate Director be aware of the potential for such conflicts and act with candor and care in dealing with such situations. Associate Directors should deal with a disclosed or hidden conflict that determines the propriety of the transaction.
11. Help identify personal connections that can help Association’s fundraising efforts and reputation.