



NICA Job Descriptions for Board of Directors

Purpose of Board: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of (NICA) so as to support the organization's mission and needs.

The National Ice Carving Association (NICA) was formed in 1987. NICA is a Not-for-Profit Organization that continually works at promoting the Art of Ice Carving through increasing public awareness and encouraging ongoing education for its members. The association set up 10 goals in order to improve this delightful and creative art form. They are as follows:

- Create public awareness of Ice Carving as an art form.
- Encourage the use of Ice Sculpture as a marketing tool. Help to promote and provide support for Ice Sculpting business.
- Provide a calendar of upcoming sculpting events across the country as well as assist in promoting new events.
- Offer training to students as well as continuing education for professionals via videotapes, seminars and articles.
- Develop safety standards.
- Provide a forum for the exchange of ideas and techniques. Provide our members with information on tools and other related products.
- Form a network of Ice Sculptors and encourage fellowship among them.
- Develop standardized judging criteria to be used at all NICA sanctioned events.
- Select individuals and/or teams to represent the United States in international competitions.

Responsibilities of NICA Board:

- Organize leadership and provide direction
- Organize the board of directors, officers, and committees
- Formulate and oversee policies and procedures
- Financial management, including adoption and oversight of the annual budget

- Oversee program planning and evaluation
- Evaluate personal and initiate staff development
- Review of organizational and programmatic reports
- Promote the organization
- Develop fundraising and outreach programs

****MEMBERS OF THE BOARD SHARE THESE RESPONSIBILITIES WHILE ACTING IN THE INTEREST OF (NICA). EACH MEMBER IS EXPECTED TO MAKE RECOMMENDATIONS BASED ON HIS OR HER EXPERIENCE AND VANTAGE POINT IN THE ORGANIZATION.***

Length of term: Three years. Members of NICA vote upon terms after 3 years.

Meetings and time commitment:

- The board of director's meets at scheduled times throughout the year. Typically on Mondays at 8pm Central time.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to make and effort to attend two NICA events including but not limited to the Trade Show.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to members concerns that can be addressed by (NICA) mission, objectives, and programs.
- Help communicate and promote (NICA) mission and programs to the members.
- Become familiar with (NICA) finances, budget, and financial/resource needs.
- Understand the policies and procedures of (NICA).
- Financially support (NICA) in a manner commensurate with one's ability.

All board members should carry with them Membership and NICA applications at all the events they attend. In addition they should try recruit new members at these events.

Code of conduct:

The board should be a unified front to the public on NICA policies and procedures. If you have a problem with something, bring it up at the appropriate time, which is a board meeting.

If board members have a problem with other board members the general public and/or membership should not have to hear about. Bring up the issue not the member's name.

At competition board members should respect and know the rules of competitions. Any disputes of scores or judging procedures should be taken care of privately and be

brought to the board attention if any misconduct has happened.
Disciplinary action and/or removal from the board should be taken if the any board member is found to be guilty of misconduct.

Sign: _____ Date: _____

NICA Board President

This volunteer elected position is the figurehead and visionary leader for the association. He or She has the responsibility and right to:

Must attend one regional event per year to help promote the organization.

Must attend at least one major event to help promote NICA such as

- Collegiate Nationals
- NICC
- Masters Tournament

President is expected to be present at the NICA convention or tradeshow. If unavailable the responsibility will fall to the first vice president and so on down the line.

Preside at all board meetings.

Direct the short and long term vision of the association

Direct the Association board meetings

Require updates on all the Association committees

Understand and respond to the pulse of the industry and the will of the general membership.

Each board member is required to submit one article (or something to be substituted as an article) for the newsletter. They are also required to find another member or expert in a field to write an additional article for the newsletter.

Board members are required to submit two designs to On Ice. It is recommended that one be of their own design and another would be from a member of the organization. If the board Member is not an artist he may have someone else create his designs.

President may take place of Executive Director or Secretary as a NICA representative at any major events, if the other individuals are unable to attend due scheduling conflicts.

Sign: _____ Date: _____

NICA Board Vice-President

This volunteer elected position is the first substitute for the President should the President need to vacate his/her duties for any reason on a temporary or permanent basis. The Vice-President is required to do the following:

Preside at all board meetings.

Presiding on or leading a committee

Updating Association policy for the betterment of the association.

Conducting any Presidential duty in lieu of the President's absence.

Continual vigilance on relevant topics concerning the Association and industry.

Each board member is required to submit one article (or something to be substituted as an article) for the newsletter. They are also required to find another member or expert in a field to write an additional article for the newsletter.

Board members are required to submit two designs to On Ice. It is recommended that one be of their own design and another would be from a member of the organization. If the board Member is not an artist he may have someone else create his designs.

First Vice President may take place of Executive Director, Secretary or President as a NICA representative at any major events, if the other individuals are unable to attend due scheduling conflicts.

Must attend one regional event per year to help promote the organization.

Should make every effort to attend NICA convention and tradeshow.

Must attend at least one major event to help promote NICA such as

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Sign: _____ Date: _____

NICA Board Second Vice-President

This volunteer elected position is the second substitute for the President should the President and the First Vice President needs to vacate his/her duties for any reason on a temporary or permanent basis. The Second Vice-President is required to do the following:

Preside at all board meetings.

Presiding on or leading a committee

Updating Association policy for the betterment of the association.

Conducting any Presidential duty in lieu of the President's absence.

Continual vigilance on relevant topics concerning the Association and industry.

Each board member is required to submit one article (or something to be substituted as an article) for the newsletter. They are also required to find another member or expert in a field to write an additional article for the newsletter.

Board members are required to submit two designs to On Ice. It is recommended that one be of their own design and another would be from a member of the organization. If the board Member is not an artist he may have someone else create his designs.

Must attend one regional event per year to help promote the organization. Especially first year events.

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NICA Board Treasurer

This volunteer elected position is the go to person for all info concerning board meeting minutes and financials. He or she is responsible for:

Preside at all board meetings.

Reporting the current financial status of the Association to the board at each board meeting.

Keeping on file all info regarding minutes, and finances of the Association

Providing input to board members regarding financial policy.

Each board member is required to submit one article (or something to be substituted as an article) for the newsletter. They are also required to find another member or expert in a field to write an additional article for the newsletter.

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All other NICA Board Members

All other volunteer elected board members have the responsibility to:

Preside at all board meetings.

Maintain contact with the general membership of the Association

Keep a pulse on the industry and the Association's relevance within the industry.

Work to create policy that keeps the Association relevant in the industry.

Lead or preside on a Committee.

Each board member is required to submit one article (or something to be substituted as an article) for the newsletter. They are also required to find another member or expert in a field to write an additional article for the newsletter.

Board members are required to submit two designs to On Ice. It is recommended that one be of their own design and another would be from a member of the organization. If the board Member is not an artist he may have someone else create his designs.

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Board Member Job Dereliction

A board member may be deemed derelict in his or her duties if he or she

1. Pursues ethical practices directly in conflict with the identity of the Association.
2. Commits slander or character defamation of any other board member.
3. Fails to contribute to policy.
4. Fails to be a part of any committee.

Board Member Job Dereliction Discipline

Any board member, though elected to his or her position, serves at the pleasure of the Board should he or she commits any of the above infractions. The board member in question may be subject to:

1. Censure---a strongly worded letter from the President signed by the other board members citing the infraction, a positive remedy to the infraction and other disciplinary actions to be taken if the infraction is not dealt with.
2. Termination of board member position. This act should be taken very rarely and only if it is absolutely clear the board member in questions has no intention of ever complying with his or her responsibilities. Termination of any one board member must be voted upon and passed by a majority vote of every other board member.

Sign: _____ Date: _____