



MEMBER BYLAWS

ARTICLE 1

Names

“National Ice Carving Association,” as incorporated in Illinois, shall be the official sponsor of the “National Ice Carving Championships” and shall be charged with carrying out the purpose of these Bylaws.

The names “National Ice Carving Association” and “National Ice Carving Championships” shall be protected from infringement. National Ice Carving Championships is a registered service mark of the National Ice Carving Association.

ARTICLE II

SECTION 1. PURPOSE. The purpose of the organization is to promote the art of ice sculpture through education, competitions, standardized judging and exhibitions.

SECTION 2. SELECTION OF NATIONAL CHAMPION. Annually, the National Ice Carving Champion will be designated as a result of winning the competition at the National Ice Carving Championships. The National Ice Carving Championships will be held annually, unless otherwise announced by The Board of Directors.

ARTICLE III

SECTION 1. BOARD OF DIRECTORS. The policy-making and regulatory body of the National Ice Carving Association shall be designated as The Board of Directors.

SECTION 2. TERM OF OFFICE AND NUMBER OF DIRECTORS. ~~There will be 3 three-year directors, 4 two-year directors and at least 2 one-year directors. Any carver member in good standing can be a director. There will be no less than seven directors that constitute the Board.~~ There will be no less than seven directors that constitute the board. Any carver member in good standing can be a director. The directors will be elected for a three-year term.

Each Board member will be expected to write a minimum of one article and submit one ice design per year to the newsletter. In addition, each member will be responsible for finding other NICA members to submit at least one article and one ice design to the newsletter. The schedule will go as follows:

Articles will be due on the first of every month. The president, 1st vice, 2nd vice and treasurer will be due starting January 1, February 1, March 1 and April 1. The rest of the months will go in alphabetical, according to the last name of each remaining board member.

SECTION 3. METHOD OF ELECTION. ~~Board members will be elected by the general membership at its annual meeting by a majority vote. Board members may not simultaneously~~

~~hold chapter and national level office.~~

Board members will be elected by the general membership in yearly elections. Board members may simultaneously hold chapter and national level office.

SECTION 4. FREQUENCY OF BOARD MEETINGS. The Board of Directors must meet at least quarterly. A special board meeting may be called by a majority of the board upon 14 days written notice. All meetings will follow Roberts Rules of Order.

SECTION 5. QUORUM FOR VOTING. Five members of the board must be present in order to vote. A simple majority of members present is sufficient to pass a motion. Board members may vote by proxy.

SECTION 6. VACANCIES, APPOINTMENTS AND REMOVAL. In the event the office of any Director becomes vacant, the remaining board members will appoint a new director to fill the position for the duration of the term. A Director can be removed from the board by recall of a majority of the general membership.

SECTION 7 OFFICERS. There will be a president, vice-president, second vice-president, and secretary/treasurer elected from amongst the Board of Directors. They will be elected annually, by majority vote, at the first meeting following a board election.

SECTION 8. EXECUTIVE APPOINTMENTS. Each year the Board of Directors shall appoint an Executive Director and Executive Secretary who shall be responsible for the day-to-day operations of the organization.

SECTION 9. The Board may appoint any number of NICA Ambassadors-At-Large to further promote the Association.

SECTION 10. CHAIRMAN OF THE BOARD. The outgoing president following a board election shall become Chairman of the Board. If the chairman still holds elected office term the chairman shall be a voting board member.

ARTICLE IV

Advisory Groups and Committees

SECTION 1. Committees and advisory boards are honorary designations and may be established and appointed by the Board of Directors to help carry out the purposes of the Association. Such honorary appointments shall be for a term of one year. It is the President's responsibility to appoint and oversee committee chairmen with the approval of the Board of Directors.

- All committee chairmen shall report their activities at the regular Board of Directors meetings.
- Committee members will be chosen from an annual calling for committee members.
- Committee chairmen will work with the Board of Directors to appoint committee members. Committee members will be appointed by a majority vote of the Board of Directors to serve a one-year term.

SECTION 2. Advisory Boards may be designated by the Board of Directors from time to time to interact with outside organizations in furthering the purposes of the Association.

SECTION 3. A Bylaws Committee will be appointed by the Board of Directors to draft the bylaws of the organization and to periodically review and update the bylaws.

SECTION 4. The Chapter and Membership Committee will establish membership qualifications and classifications; issue documentation of membership; enforce the standards of membership; and promote and recruit membership.

The Chapter and Membership Committee will also be responsible to review and approve applications for the formation of state, regional and district chapters. They shall also have the authority to cancel any chapter which in their sole discretion has not acted in the best interest of the Association.

SECTION 5. A Financial Committee will be appointed by the Board of Directors to oversee the financial matters of the Association, including the establishment and collection of membership dues and sanctioning fees, and controlling the receipt and disbursement of monies.

SECTION 6. A Judging and Rules Committee will be appointed by the Board of Directors to establish and review the rules and judging criteria for all sanctioned competitions; and to establish criteria and certify judges for sanctioned competitions.

SECTION 7. An Education Committee shall be appointed by the Board of Directors to further the educational purpose of the Association through the establishment of seminars and demonstrations, and through accreditation of educational activities.

SECTION 8. A Products and Publications Committee shall be appointed by the Board of Directors for the purpose of developing products and publications that carry the NICA logo.

ARTICLE V

Membership

SECTION 1. QUALIFICATION. Membership is open to all persons with an interest in ice carving.

- 1.1 A membership extends to and includes only the applicant. It does not extend any membership privileges to other family members.
- 1.2 membership shall become effective upon the date of acceptance by the National Ice Carving Association of a membership application, accompanied by payment of initiation fees and annual dues.

SECTION 2. RIGHTS OF MEMBERSHIP

- All members shall have the right to subscribe to all publications and the right to apply to compete in any National Ice Carving Association sanctioned competition.
- Membership does not carry any proprietary right nor does it insure right of admission to any event. Members of the National Ice Carving Association are not agents of, and do not have the right to spokemanship for, or contract on behalf of, the Association. Membership does not insure approval to compete at any such event, but is required as a condition of application for playoff competitions or the National Championships (See Article VII, Section 4.3).

SECTION 3. TYPES OF MEMBERSHIP. Four types of membership have been authorized by the Board of Directors.

- 3.1 CARVER: Any person engaged in practicing the art of ice sculpture with one or more years of carving experience.
- 3.2 NOVICE: Any person engaged in practicing the art of ice sculpture with less than one year carving experience.
- 3.3 STUDENT: Any registered student of a certified culinary school, trade school or college with a current student ID card may join as a student member.
- 3.4 ASSOCIATE: Any company or organization with an interest in promoting the art and sport of ice sculpture.
- 3.5 FELLOWSHIP MEMBERSHIP: Any person who is not an ice sculptor but is an aficionado of ice sculpture and not an active ice sculptor participant, or involved in an ice sculpture related business.
- 3.6 HONORARY LIFETIME MEMBERSHIP: This Association can bestow a diploma of

honorary membership upon persons for outstanding achievements or services rendered to the Association. The Board of Directors alone can decide on this matter.

SECTION 4. MEMBERSHIP CHARGES.

- Membership initiation fees and charges are subject to change by the Board of Directors.
- Each year the Board of Directors shall establish the amount of dues payable, if any, by members who wish to continue their association with the Association.

SECTION 5. CANCELLATION OF MEMBERSHIP.

1. The Board of Directors reserves the right, at its sole discretion, to cancel any membership at any time.

ARTICLE VI

Chapters

SECTION 1. PURPOSE. The formation of chapters is encouraged to promote the purposes of the Association as set forth in the bylaws and to produce qualifying competitions.

SECTION 2. FORMATION. Any member may apply in writing to the Association for chapter recognition upon showing that not less than five members of the Association are associated with the proposed chapter.

SECTION 3. CHAPTER AREAS. Chapters will be recognized by the Chapter Committee for the following areas:

- LOCAL: A local chapter shall be a sub-chapter of a state or regional chapter. In the U.S. it may represent members in a local defined as part of a county or parish or a combination of one or more counties or parishes. A limited right to authorize local chapters may be granted to state and regional chapters by the Chapter Committee.
- STATE: A state chapter shall be representative of all members of the Association residing within the state unless there is a recognized regional chapter within that state.
- REGION: A regional chapter shall be representative of all members of the Association within a given geographical region and may be made up of one or more states or part of a state. It also may be made up of all or part of a foreign country or a group of foreign countries.

SECTION 4. RECOGNITION.

- The Chapter Committee may at its discretion approve regional chapters within a state after a state chapter has been recognized and may divide or combine regional chapters when deemed in the best interest of the Association.

SECTION 5. CHAPTER PRIVILEGES. Members holding chapter recognition will be given preference by the Association for the sponsorship of sanctioned competitions. A Certificate of Chapter Recognition will be issued by the Association upon its approval of a chapter application.

SECTION 6. CHAPTER STRUCTURE.

- 6.1 Each chapter will have at least five (5) NICA members in good standing.
- 6.2 Each chapter will elect at least two officers, a president and a secretary/treasurer. Additional offices of vice president, secretary/treasurer, etc. may be elected at the discretion of the membership.

SECTION 7. CHAPTER COMMITTEES. Each chapter will form operating committees as follows:

- COMPETITION COMMITTEE: This committee will be responsible for hosting a local qualifying competition for the National Ice Carving Championship, and any other competitions the chapter wishes to hold.
- EDUCATION COMMITTEE: This committee will be responsible for organizing educational events, seminars, classes, etc., to further the ice carving skills of chapter members and the public at large.
- FUNDRAISING COMMITTEE: This committee will be responsible for raising operating funds for the chapter's activities.
- Other committees may be formed to assist the chapter operations including, but not limited to, by-laws, membership, social activities, etc.

SECTION 8. AUTHORITY OF THE BOARD OF DIRECTORS. The Board of Directors of the National Ice Carving Association shall maintain authority and discretion over the following:

- 8.1 RIGHT OF MEMBERSHIP: Individual membership application will be submitted to the national office. Any person eligible for national membership in accordance with the by-laws cannot be denied membership in a local chapter based on any local criteria. Any local chapter violating right of membership will be subject to loss of charter by the Board of Directors.
- 8.2 ANNUAL DUES: Payment of annual dues will be made directly to the national office. A rebate of \$15 per member will be made to each local chapter upon receipt and verification of local membership.
- 8.3 COMPETITION JUDGING: Judging and certification of judges will be administered by the national office and judging committee to ensure and maintain uniform standards.
- 8.4 SANCTION OF COMPETITIONS: Sanctioning of competitions will be a function of the national office to ensure and maintain the integrity of the sanctioning system.
- 8.5 CHAPTER FORMATION: Chapter formation will be at the approval of the national office. Geographical distribution and chapter names will be "NICA (geographical area) Chapter." The NICA Board of Directors will have the authority to redistrict, merge or rename chapters to maintain geographical distinction.
- 8.6 NATIONAL ICE CARVING CHAMPIONSHIP: Each year a national champion will be named through a series of qualifying rounds, regional playoffs, and national championship. All levels of the tournament will be administered by the national office. Local qualifying rounds will be held by the local chapters and are open to all NICA members and any others admitted by the host chapter. Regional playoffs will be hosted by local chapters applying to the national office. Only NICA members are eligible to compete in a playoff round. The host for the national championship competition will be determined by the Board of Directors. Only NICA members are eligible for the right to become national champion.

ARTICLE VII

Sanctioned Competitions

SECTION 1. Eligibility. Any chapter may apply to the National Ice Carving Association to sponsor a competition. Such application will include an agreement to comply with the rules, regulations and bylaws of the Association. Approved applicants shall be designated as competition sponsors.

SECTION 2. TYPES OF COMPETITIONS. Three types of competitions shall be recognized by the National Ice Carving Association:

- LOCAL QUALIFYING COMPETITIONS: Sponsored by local, state, or regional chapters.
- PLAYOFF COMPETITIONS: The Board of Directors will select chapters to host playoff competitions. Any chapter sponsoring a qualifying competition may apply to the Board of Directors to host a playoff.
- NATIONAL CHAMPIONSHIP: The Board of Directors will have sole discretion to determine the host chapter for the national championship.

SECTION 3. NATIONAL ICE CARVING ASSOCIATION SANCTIONING. A letter of sanction will be issued by the Board of Directors upon approval of a sanctioning application from a local, state, or regional chapter hosting a competition.

SECTION 4. CONDITIONS OF SANCTION

- Completion in detail of sanctioning application by host chapter.
- To abide by the rules, regulations, and bylaws of the Association.
- That the membership requirements of the Association will be complied with and the contestants will not be allowed to compete at the playoff level without having applied for membership or being a member in good standing prior to the competition.
- To submit, upon the request of the National Ice Carving Association, all application forms submitted by contestants, and the names and addresses of all winners.
- To provide, if requested, copies of all press releases, photographs or other advertisements in connection with the competition.
- All competition judges must be certified by the National Ice Carving Association Judging Committee.
- A sanction fee may be charged to approved sanctioned competitions. The fee will be established by the Board of Directors.
- The Board of Directors of the National Ice Carving Association reserves the right in its sole discretion, and without explanation, for any reason that it sees fit, to disqualify qualifying and playoff winners from competition in a playoff or national championship.
- The Board of Directors of the National Ice Carving Association reserves the right in its sole discretion, and without explanation, for any reason that it sees fit to revoke any sanctioning agreement.
- All competitions are sanctioned for a maximum of one year or until the day after the date of the competition whichever shall first occur.

SECTION 5. TERMS OF SANCTION. Applicant is informed and acknowledges that the name “National Ice Carving Championship,” and “National Ice Carving Association” are proprietary service marks of the National Ice Carving Association. The sanctioning of any specific event and/or the use of any of the above names or combination thereof is limited to the promotion of that event only. The sanctioned use of the names does not constitute a partnership or joint venture but is merely a limited license and applicants must agree to hold harmless the National Ice Carving Association and its officers from all claims and liabilities arising from the use of any of the registered names by applicants. Applicant further understands and agrees to hold harmless the National Ice Carving Association and its officers from all claims and liabilities arising from any competition event sponsored by applicants.

ARTICLE VIII

Approved Events

SECTION 1. PURPOSE OF APPROVAL. The Board of Directors of the National Ice Carving Association will provide approval to competitions in order to promote standardized judging and

potential National Ice Carving Association sanctioned events.

SECTION 2. CONDITIONS OF APPROVAL.

1. Submission of current judging criteria, rules of competition, application for competition, and promotional literature.
2. Review of submitted materials by the Board of Directors to determine the integrity of judging standards and spirit of fair competition.
3. The Board of Directors may, at its sole discretion, grant approval to a competition for a maximum period of one year and may, at any time that it sees fit, revoke such approval.
4. Approval does not grant any of the rights or privileges of a sanctioned competition.

SECTION 3. TERMS OF APPROVAL. Applicant is informed and acknowledges that the name "National Ice Carving Championship," and "National Ice Carving Association" are proprietary service marks of the National Ice Carving Association. The approval of any specific event and/or the use of any of the above names or combination thereof is limited to the promotion of that event only. The approved use of the names does not constitute a partnership or joint venture but is merely a limited license and applicants must agree to hold harmless the National Ice Carving Association and its officers from all claims and liabilities arising from the use of any of the registered names by applicants. Applicant further understands and agrees to hold harmless the National Ice Carving Association and its officers from all claims and liabilities arising from any competition event sponsored by applicants.

ARTICLE IX

Accreditation

SECTION 1. CONDITIONS OF ACCREDITATION.

- The Board of Directors may, at its discretion, accredit any educational activity relating to ice carving. This may include, but is not limited to, courses, seminars, schools, and demonstrations.
- Accreditation will be reviewed annually by the Educational Committee and may be revoked at any time by the Board of Directors.

SECTION 2. TERMS OF ACCREDITATION. Applicant is informed and acknowledges that the name "National Ice Carving Championship," and "National Ice Carving Association" are proprietary service marks of the National Ice Carving Association. The accreditation of any specific event and/or the use of any of the above names or combination thereof is limited to the promotion of that event only. The accredited use of the names does not constitute a partnership or joint venture but is merely a limited license and applicants must agree to hold harmless the National Ice Carving Association and its officers from all claims and liabilities arising from the use of any of the registered names by applicants. Applicant further understands and agrees to hold harmless the National Ice Carving Association and its officers from all claims and liabilities arising from any curriculum event sponsored by applicants.

ARTICLE X

Amendments to the by-laws

Section 1: The board may vote to make amendments to the by-laws at a board meeting. A majority of board members present is sufficient to pass an amendment. Board members may vote by proxy.

Section 2: 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 an 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.

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.

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

- Collegiate Nationals
- NICC
- Masters Tournament

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.

Should make every effort to attend NICA convention and tradeshow.

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

- Collegiate Nationals
- NICC
- Masters Tournament

NICA Board Treasurer

This volunteer elected position is the go to person for all info concerning board meeting minutes and financial. 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.

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.

Should make every effort to attend NICA convention and Trade Show.

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

- Collegiate Nationals
- NICC
- Masters Tournament

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.

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

- Collegiate Nationals
- NICC
- Masters Tournament

Board Member Job Dereliction

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

5. Pursues ethical practices directly in conflict with the identity of the Association.
6. Commits slander or character defamation of any other board member.
7. Fails to contribute to policy.
8. 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:

2. 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.
3. 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.

Section 3: NICA Board Chairs- Job Descriptions

Newsletter and Web site Chair

Assist executive director/editor with web site and newsletter. All deadlines and timely updates of content fall on the responsibility of the executive director. The Newsletter and web site chair is not a paid position therefore it is difficult to hold this

person accountable for timely updates and content.

Work with executive director to come up with timely dates (a schedule) to update web site and create a newsletter mailing schedule.

Newsletter and web site chair should have login access to Web Wizard software. In addition should be trained to use the software.

Listen, talk and field feedback and comments from our membership and adversities about the newsletter and web site. Keep board updated about these comments and feedback.

NICA Hall of Fame Chair

The HOF Chair is responsible for the day-to-day development and maintenance of the Hall of Fame and to oversee the HOF committee.

The chair must work with the HOF committee to insure the best possible candidates are up for nomination.

The chair must acquire, accept, and organize all information needed to be submitted for acceptance to the HOF and distribute that information to the committee members

The chair will make sure the ballots and voting go out according to a yearly schedule

The chair will assist the Executive Secretary in creating the ballot and also maintaining and improving the HOF section of the web site

The Chair should remember that that this is a huge honor and his main responsibility is to ensure the integrity of the selection and nomination process

NICA Membership Chair

The Membership Chair is responsible for the development of the association and its membership, by listening to the needs and concerns of the members, and addressing these with the board.

They must be avid about recruiting new members, and bringing back old ones. New ideas are needed for recruitment to boost our membership numbers. Along with ways to keep our current members happy

They must work with the board to insure the members are getting a return for their investment.

Maintain contact with members through e - mail of up coming events.

Encourage and oversee local chapter events. Also promote creating chapters.

Conduct and review membership surveys every 2 years and report to the board.

Review competition surveys and report to the board every year.

Recognize member's achievements in the newsletter and or website and the coordinating of the carver's spotlight.

Section 4: NICA Job Descriptions for Executive Director and Secretary

NICA Executive Director

The Executive Director is the Executive Officer of the National Ice Carving Association. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director (salaried position) will fulfill the following duties:

Specific responsibilities of director:

Assure that the organization has a long-range business and marketing plan in which it achieves its mission and goals as the standard for the ice carving industry and competitions.

Provide leadership in developing educational, organizational and financial plans with the Board of Directors, and carry out plans and policies authorized by the board.

Preside at all Board Meetings and prepare meeting agenda and organize conference calls.

Responsible as editor of "On Ice" Newsletter

Maintain official records and documents, and ensure compliance with federal, state and local regulations. (Taxes, Legal, Minutes and Bylaws)-Secretary maintains Director confirms.

Keep association correspondence current (phone, letters, mailings, replies to questions email, snail mail, and fax) responding within 1 business day to any incoming correspondence.

Promote and sell events and up-sell current events. Secretary will handle all old sanctioning clients.

In communications, the Executive Director will:

See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.-Secretary and Director.

Carry out tasks and requests given by the Board Members and Committee Chairman.

Publicize the activities of the organization, its programs and goals. Follow up on requests for competition sanctioning.

Establish sound working relationships and cooperative arrangements with community groups and organizations.

Represent the programs and point of view of the organization to agencies, organizations, and the general public.

Provide NICA officers with all administrative responsibilities such as producing records, writing letters, contacting event planners.

Maintain current and updated web info including event calendar. Work with Secretary

Type out minutes from meetings and have them sent out within one week of the upcoming board meeting. Prefer earlier. Send out outline within one week of last board meeting.

In budget and finance, the Executive Director will:

Be responsible for developing and maintaining sound financial practices.

Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.

Ensure that adequate funds are available to permit the organization to carry out its work.

Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.