



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.

Sign: _____ Date: _____