I. STATEMENT OF PURPOSE

This policy addresses the broad oversight roles of the officers of NAGC, and their relationship to one another. It builds closely on the language in NAGC regulations and begins to address the specific accountability of each officer in the context of their contribution to the board as a whole.

II. COMPOSITION OF THE BOARD

The Board shall consist of fourteen (14) voting Directors: four elected officers (the President, the President-Elect, the Governance Secretary, and the Treasurer), four elected representatives (school/district representative, parent representative, network representative, and state representative), and six elected at-large members. The Past-President and Executive Director shall serve in an ex-officio role on the Board. Up to two additional nonvoting members may be appointed by the Board.

Officers of the Association and the Board of Directors will serve two-year terms. Non-officer Members of the Board of Directors will serve three-year terms. A non-officer Director who has served two terms on the Board of Directors may run again for the Board after a period of at least four years off the Board. Individuals are limited to three non-officer terms on the Board.

The President-Elect will be elected in odd-numbered years. The Treasurer and Governance Secretary will be elected in even-numbered years. Two at-large Board Members will be elected each year to maintain a total of six at-large Members of the Board.

Any regular member in good standing eligible to vote shall be eligible to hold office. The term of office shall commence on the first day of September following election. A budget for officers will be included in the annual budget of the Association. (ref. Regulations, Article V)

III. REIMBURSEMENTS

NAGC will provide support for round trip coach airfare, ground transportation, and 2-3 nights’ accommodations to officers and directors for each required Board meeting they attend. Specific
guidelines for travel expenses will be provided in advance of each meeting. NAGC officers and directors may receive additional reimbursements for expenses related to special meetings and extended stays that are required for them to fulfill their responsibilities for the organization. NAGC officers and directors receive complimentary convention registration during their terms of office. Past presidents receive a lifetime membership in NAGC after their term of office has ended.

IV. GENERAL RESPONSIBILITIES

All members of the Board of Directors must maintain current membership in the Association during their term of service. NAGC officers and directors agree to act in the best interests of NAGC and comply with all NAGC-approved policies and procedures, including the code of conduct, whistle-blower policy, and conflict of interest policy.

Description of Duties
NAGC officers may meet on a periodic basis to plan the work of board committees, prepare for meetings of the Board of Directors, and provide counsel to the Executive Director. Written updates will be provided to the Board of Directors when such meetings occur.

President. It shall be the duty of the President to:
• Preside at all meetings of the Association.
• Act as Chairperson of the Board of Directors; develop board meeting agendas in consultation with the executive director
• Obtain signing authority for major contracts and payments.
• Appoint all Board and organization committee and task force chairs and members with the approval of the Board of Directors.
• Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.
• Lead the selection process for association editor, Gifted Child Quarterly editor, and other volunteer positions.
• Act as a spokesperson for and representative of the Association to other professional communities and organizations, government bodies, the press and media, and the general public.
• Write regular columns for NAGC publications as appropriate
• Provide overall leadership to the Association in accordance with its mission.
• Develop a set of presidential initiatives based on the NAGC Strategic Plan and work to enact them during the term of the presidency.
• Prepare reports for the meetings of the Board of Directors.
• Identify and select the annual President’s Award recipient.
• Recommend candidates for the Ann Isaacs award.

**President-Elect.** The President-Elect shall:

- Serve as Chair of the annual convention and the national convention program committee.
- Perform the duties of the president in the event of the absence or incapacity of the President.
- Fulfill other duties as assigned by the President or the Board of Directors.
- In the event of a vacancy in the office of President, the President-elect shall become the President and serve the unexpired portion of the president’s term.
- Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.

**Governance Secretary.** The Governance Secretary shall:

- Serve as the chair of the Governance Committee.
- Review and identify policy needs of the Association and work with various stakeholders to develop policy.
- Review and make recommendations to the Board of Directors regarding proposed changes to existing policy and or regulations and the creation of new policy.
- Serve as association Parliamentarian.
- Identify and work with authors to develop position papers as directed by the Board of Directors.
- Monitor the success of the Board itself and conduct a board self-assessment periodically.
- Present a regular report to the Board on areas of responsibility.
- Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.

**Treasurer.** The Treasurer shall:

- Serve as Chair of the Finance and Audit Committee
- Obtain authority as an authorized signer on checks and contracts
- Create and maintain policies related to the budget, audit, investment, financial controls and fiscal management philosophies.
• Lead the Finance and Audit Committee in a review of any contracts for which the value is great than $50,000; the contract spans multiple years and has a value of more than $10,000 per year; the contract has financial implications of more than $10,000 and was not included in the annual budget.
• Oversee, in consultation with staff, the budget development and monitoring process
• Prepare reports for the meetings of the Board of Directors on the status of the current budget, investments, and any financial issues requiring Board review and/or approval.
• Meet annually—by phone or in person—with the NAGC auditor, without staff present.
• Participate on the review committee to annually evaluate the performance of the Executive Director and determine the compensation and other financial arrangements of the Executive Director.
• Fulfill other duties as assigned by the President or Board of Directors.

Past President. At the expiration of two (2) years in office, the President shall automatically become Immediate Past President. The Immediate Past President shall:
• Serve as an ex-officio member of the Board.
• Serve as the chair of the elections committee.
• Oversee the annual evaluation of the Executive Director.
• Fulfill other duties as assigned by the President or Board of Directors.