



Policy & Procedures Manual

NAIFA South Carolina

CONGRATULATIONS

You have been elected to the Board of Directors of one of the largest and most important

professional organizations in South Carolina. Its membership consists of local associations, who are engaged in the sale of life, health insurance and financial products and services.

YOUR NEW ROLE

Your Board of Directors is the policy-making body of the NAIFA-SC. As a Board member, you are no longer a local “representative” only. You have been elevated to the decision-making group of your state. This does not imply that you will abandon your local constituents or local problems. It does mean that your thinking and your actions must give first priority to the general welfare of NAIFA-SC, its widespread and diverse membership of our industry. This requires thinking in terms of the entire association and industry.

It is a privilege, an honor, and a great responsibility to have been elected to represent our membership. What you do and say is important. Your decisions could affect the future of this organization and its members for many years to come. Your responsibility, therefore, should be approached with a clear mind, a devoted sense of service, and all of the wisdom you possess.

SUGGESTIONS FOR EFFECTIVE PERFORMANCE

The following suggestions may give you a better understanding of the scope of our association. Leadership in NAIFA-SC requires some special background and information.

NAIFA’s Bylaws state the reasons for our existence, our purpose, and our method of operation. A copy of the Bylaws is included in this Manual.

Familiarity with it is essential and will save much time and discussion.

Orderly procedure requires some ground rules. In our case, the Bylaws, together with Robert’s Rules of Order (revised), are essential to achieving this goal. Remember, parliamentary law is designed to expedite proceedings and not to impede or frustrate them. Parliamentary law and its formalities must guide your presiding officer at all times. It should be invoked from the floor only when it is clearly necessary to the orderly flow of business, or to the legality of the actions involved. Be sure to check web site for up dates.

Web site is www.scaifa.org.

The NAIFA-SC Procedure Manual is a handy reference tool.

SUPPORT YOUR PRESIDENT

The NAIFA-SC President does not have an easy task. You can help the president by being prepared with authentic information about all aspects of the association. Your knowledge of the workings of NAIFA-SC and of the problems in the association field are essential. Your greatest asset to the president and to our membership is fulfillment of specific assignments given to you, and active participation in Board meetings. Making every Board meeting vital and constructive depends largely on your contribution. Here are a few suggestions to guide you:

- 1) Organize your thinking to make your comments concise and direct. Important proposals, motions, and resolutions will be far more effective if they are first reduced to the written word.
- 2) Stick to the agenda. Irrelevant material impedes any meeting. Wait for the president to invite new subjects for discussion.
- 3) Keep your comments short and to the point.
- 4) Side conversations during Board meetings are in poor taste.
- 5) When speaking, speak through the Chair to the group. Remarks made across the table exclude the rest of the Board.
- 6) Aimless discussions may arise on subjects that require study or research. Don't let them drag on. Stop them with a motion to table or refer to a committee.
- 7) Don't hesitate to comment, criticize constructively, or disagree. Know your subject, however, have the strength of your convictions, but have the ability to compromise where agreement with your point of view is impossible.
- 8) Ask questions at the proper time. Insist on clarification of remarks.
- 9) Hurriedly passed over motions just to get the meeting over will generally result in a holdover and the matter of discussion seldom receives the deliberate consideration it deserves. It is better to table a matter until the next meeting than to pass a motion you may regret later.

PUBLIC STATEMENTS BY ASSOCIATIONS

Any advertisement, circular, resolution or other oral or written statement which states or implies that members of the association are the only reliable agents in the area, or that the public should not buy certain kinds of policies or products, or deal with certain agents, salesmen, or companies or even certain types of agents, salesmen, or companies, may violate the state unfair trade practices law, the Federal anti-trust laws or the laws against libel and slander, and give rise to a cause of action against the association for damages. This may be so even though the association does not use specific names in the statement.

If an association contemplates issuing any public statement that might be construed as being false, malicious, misleading or derogatory, it should first have it reviewed and approved by counsel. Since members of the association are representatives of many life insurance companies, it may be that an offended party will also include some or all of those companies in any legal action which may result. Therefore, it is inadvisable to include the company affiliations of any members subscribing to or otherwise endorsing any such statement.

ASSOCIATION ADVERTISING

NAIFA-SC member associations are exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 because they are business leagues not organized for profit and because no part of their net earnings inures to the benefit of any private individual.

There is a danger that use of association funds to pay for advertising which lists the names of members might be construed as performance by an association of particular services for its individual members, rather than as expenditure to improve business conditions generally, and may place the association's tax-exempt status in jeopardy.

Where association advertising is to list the names of individual members, the safest course of an association to follow is to require that the entire cost of the ad be paid for by voluntary individual contributions from the members whose names are to be listed. Another practical and "safe" technique that can be employed is to have a "third party" (e.g. trust department of a bank) sponsor and pay for the ad as a public service.

PUBLIC STATEMENTS ON LEGISLATIVE MATTERS

It is the policy of NAIFA-SC to make every reasonable effort to have its official position on federal and state legislation and regulations conform to the majority opinion of its membership. Accordingly, it is highly desirable that no local association issue any statement regarding federal and state legislation or regulations which is contrary in any way to a position taken by NAIFA-SC.

Board Meeting Management

Organization

Preparation

Comprehension

Communication

Board Meeting Management

Organization

Three types of agenda items

- consent--those reports which are routine and just need approval (e.g, finance committee report)
- discussion --- no decision is necessary at this time, but some “sense of the board” would be helpful (a discussion on legislative strategy)
- action -- the board is being asked to make a decision that will usually result in the allocation or reallocation of resources

Preparation

Advance work

- materials mailed in advance
- do your “homework” -- all board materials are expected to have been read prior to the meeting
- speak to your constituents prior to the meeting in order to understand their concerns

Board Meeting Management

Comprehension

- Understand the issues facing your Association
 - can be accomplished through face-to-face or . telephone communications
 - all are encouraged to participate -- know when to talk and when to listen
 - develop and follow the agenda
- help educate your local board – hold study sessions on both industry and association related issues

Communication

Subsequent to the meeting

- once the meeting and debating is over, all board members are expected to advocate the NAIFA-SC position

- alert your constituents with copies of the minutes

BOARD MEETING AGENDA REQUEST

SUBJECT: _____

ACTION REQUIRED (check one):

_____ **CONSENT** (Requires board approval, no discussion.)

DISCUSSION (Open discussion, obtain "sense" of the board.)

ACTION (Requires board discussion/approval, allocation of resources)

ESTIMATED TIME FOR DISCUSSION _____

_(Required for all "DISCUSSION" and "ACTION" items.)

MOTION (Required for all "ACTION" agenda items):

BACKGROUND: _____

RESOURCE IMPLICATIONS (Include financial, human resources, space allocation, etc.):

BACKUP MATERIALS:

REQUESTED

BY: _____

REQUEST THIS ITEM BE TAKEN UP AT THE NEXT (check appropriate):

BOARD MEETING: _____ **BOARD CONFERENCE CALL:** _____

NAIFA — South Carolina State Association Bylaws

AFFIRMATIVE ACTION FOR EQUAL EMPLOYMENT OPPORTUNITY

A STATEMENT OF POLICY

The success of NAIFA-SC as a professional organization requires that we maintain a rich diversity of personnel able to render excellent service to the public and the membership. Our policy of affirmative action to advance the principles of equal employment opportunity has that effect of supporting that goal by enlarging our talent pool.

The policy of the Association is to seek and employ men and women of skill, integrity and enthusiasm and to provide them with the means to develop professionally, without regard to race, color, religion, sex, age, national origin, handicap or veteran status.

All personnel policies including compensation and benefits are administered without regard to race, color, religion, sex, age, national origins, handicap, or veteran status.

HARASSMENT POLICY

NAIFA-SC is committed to a workplace free from harassment. Harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as state discrimination laws. This policy applies to all employees regardless of rank as well as to Association members or others who come in contact with the Association.

Harassment is statements or verbal or physical acts that are offensive to the person involved.

PROCEDURE

Any employee who feels harassed by a management member, coworker, sub-ordinate, association member, or other person should take the following course of action:

Tell the offending individual(s) to stop the harassment. State your objection to the action and the specific behavior to which you object. Have a witness present if possible. Also, note the time and date of the discussion and write a summary of what you said and how the offender responded. If uncomfortable with the discussion with the harassing individual(s), state your objections in writing and keep a copy. In any harassment case, documentation will help support contentions of harassment. Keep a log of the specifics of the actions to which you object. Record dates, times and witnesses. Keep copies of any notes or materials.

An individual who does not feel comfortable confronting the offending party in person or in writing may proceed directly to this step but should still keep a log of occurrences. If step 1 does not resolve the problem, or if you fear reprisals will result from a complaint, immediately complain to the NAIFA-SC board of directors. Any complaints and all details of the investigation will be treated as confidential information. Only those involved in the

investigation, witnesses to the harassment and the alleged harasser will be contacted. Your identity, as far as possible, will be withheld from all involved parties. NAIFA-SC policy prohibits harassment from any source.

ALCOHOL SERVICE POLICY

In an effort to minimize the potential liability of NAIFA-SC and its members for injuries caused to third parties by individuals who consume alcohol at Association-sponsored and related events, the following rules must be followed at all Association functions:

1. Association members may not directly purchase, supply, serve, or otherwise furnish other members or guests with alcohol at or in connection with Association functions. Instead, professional bartenders (unrelated to the Association or its members), such as hotel staff or catering company employees, must be retained to serve alcohol at Association functions.

2. The bartender(s) retained to serve drinks must be provided with written instructions that they are not permitted to serve alcohol to any guest they believe (or should believe) is intoxicated.

3. Reasonable efforts must be made to obtain the agreement of the hotel or catering company providing bartender service to indemnify and hold harmless the Association and its members for all liabilities arising from the hotel or catering company's sale or service of alcohol to a guest.³

4. Taxi cab service must be provided for visibly intoxicated guests, making sure they are provided with cab fare, if necessary.

5. Self-service alcohol, such as unmonitored tables of alcohol or kegs of beer, is strictly prohibited.

1. As used herein, the term "alcohol" is intended to include alcohol and any alcoholic beverages (e.g., wine, champagne, beer, mixed drinks).

2. As used herein, the term "function" is intended to include meetings, conferences and other events sponsored by the Association, as well as informal gatherings such as "hospitality suites" hosted by Association members in connection with Association-sponsored events.

3. Such an agreement could be worded as follows:

Hotel shall be responsible for exercising reasonable care in its service of alcohol to attendees at all

functions that are catered or otherwise serviced by Hotel. Hotel also shall be responsible for adhering to federal, state and local laws regarding the sale and service of alcoholic beverages and

shall not serve alcohol to attendees that either are noticeably intoxicated or are underage.

Hotel shall indemnify, defend and hold harmless Association, its directors, officers, employees,

agents, and members from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from Hotel's sale or

service of alcoholic beverages. Hotel shall maintain sufficient commercial host liability insurance

to meet its obligations under this Section (specify minimum insurance coverage scope and limits).

An adequate selection of nonalcoholic beverages must be provided for the bartender(s) to provide to guests who choose not to drink, or who are becoming intoxicated. In addition, the function hosts should set up self- service stations with ice, water and soda, so that guests can freshen their drinks without adding more alcohol.

A sufficient quantity of food should be served to slow down the absorption of alcohol into the bloodstream. Food should be placed at the entrance to the function so that guests are encouraged to eat first, rather than consume alcohol on an empty stomach.

Alcohol may be served for a reasonable time period only, not to exceed four hours. "Last call" must be given (and enforced) at least thirty (30) minutes before the end of the function.

At such time, coffee, soda and dessert may be served.

Assure that sufficient social host liquor liability insurance coverage exists for the function.

Any material breach of this policy by any Association member shall result in appropriate sanctions to be determined and enforced by the Association's Board of Director's, in its sole discretion. Any questions about this policy, its interpretation or enforcement should be directed to the Association's Board of Directors.

STATE PRESIDENT – JOB DESCRIPTION

The President shall be the executive officer of the association, and shall preside over all meetings of the association and of the Board of Directors. The President shall appoint and be an ex-officio member of all Standing and Special Committees, as well as a member of the National Council of NAIFA. The president shall perform such other duties as usually pertain to the office of the President

DUTIES AND RESPONSIBILITIES

1. Build a leadership team by appointing competent, energetic committee chairmen for association standing committees. The chairman of Professional Development, Membership, Government Relations, AHIA, should be confirmed no later than February 1st of the year preceding your term.
2. Appoint special committees or task forces, where applicable to perform various functions not provided for in the bylaws of the association.
3. Plan and conduct, or designate someone to conduct a Local Success Planning meeting (LSP). The LSP will help train and motivate local association officers and committee chairmen.
4. Set goals for the association by evaluating what has been done in the past and what needs to be improved. Share these goals with the board and committee chairmen. Have these goals published in one the website.
5. Study and become familiar with the association procedures manual. Revise the bylaws if they have not been updated in the last five years.
6. With the executive committee, review and finalize the association budget, based on the Finance Committee recommendations.
7. Study and become familiar with the Association Achievement Award application. Apply for the award at the conclusion of your term in office.
8. Attend and vote at the NAIFA National Convention.
9. Preside over all board meetings and other association meetings. Report important developments and current issues of the association.
10. When asked by the media, represent the association as spokesman or appoint someone to act on your behalf in this capacity.
11. Attend local association monthly meetings to inform and motivate local members.

12. As controversies and disagreements emerge among local associations, leaders and members act as mediators to resolve problems.
13. Continually recruit and encourage leaders and members to get actively involved in the association.
14. The president's paid expenses are mileage, overnight (if required) motel/hotel, telephone calls and any other expenditures that come up that are required to meet this job description as long as they stay within his/her budget.
15. The president's registration is paid for at the State Convention and a housing for the president at the State Convention is paid for plus NAIFA Convention air-fare, registration, (all luncheons and events are paid for by NAIFA-SC, that are attended) and room costs, plus \$50.00 per day expenses.
16. Review of vendor contract and evaluations annually.

PRESIDENT ELECT – JOB DESCRIPTION

The President Elect shall prepare for and learn the job of President of the association and to chair various events and committees as determined by the board of directors

COMMITTEES

1. Annual Meeting/LSP Chairman – held during June of each year; preparation should begin during the year.
2. Program Chairman – maintain and upgrade speakers bureau for use by local associations.
3. LSP – prepare for and arrange for LSP to be carried out as President.
4. President-Elect Conference – planning and executing of conference to be held after national leadership conference, typically held in late March or early April.

DUTIES AND RESPONSIBILITIES

1. The appointment of chairmen of all standing committees for your year as president.
2. Attend all executive and full board meetings
3. When at all possible, act as speaker for any association that requests you.
4. Support IFAPAC verbally and financially.
5. Give reports as required to the President and board.
6. Study and become familiar with the NAIFA Jack E. Bobo Award of Excellence.
7. Expenses to be paid include mileage, phone calls, overnight travel, if necessary, and any other necessary expenses if within budget. Additionally \$1000 is paid for attendance at the NAIFA convention.
8. Appoint standing and Ad Hoc committee chairmen (to be chosen by 12-31 prior to your year as President). Request written budget proposals by 1-31 from chairmen.
9. Conduct a training class for local Presidents-Elect and Regional Vice Presidents.
10. Prepare and conduct the LSP.

VICE PRESIDENT/MEMBERSHIP

The Committee on Membership shall be comprised of a chairman, a co-chair who will succeed the current chair in the subsequent year: and sufficient committee members so that

each region of the state shall have a least one member serving as a liaison to the local membership chairs. This committee shall study and promote the establishment of new member associations in communities in this state that can permanently support such associations. The Committee will assign membership goals to each member association and shall assist member associations in achieving such goals. The Vice President is Chairman and Secretary is Co-Chairman.

Expenses to be paid include mileage, phone calls, overnight travel, if necessary, and any other necessary expenses if within budget. Additionally \$1000 is paid for attendance at the NAIFA convention.

The role of the local membership chair is the foundation of membership activities throughout the state. It is at the local level that members have their first contact and acquire their impression of NAIFA-SC and the local association.

- 1) Recruit, organize, train, and motivate local membership committee members.
- 2) Evaluate previous membership efforts and assess the association's membership needs and trends.
- 3) Create a Membership Development Plan for the year.
- 4) Involve other committees and your board in completing this plan.
- 5) Share your Membership Development Plan with your state board along with any challenges and successes throughout the year.
- 6) Lead the membership committee in implementing the Membership Development Plan.
- 7) Support NAIFA National Membership Campaigns.
- 8) Implement NAIFA's "*Seven Touches*" program
- 9) Conduct agency presentations and follow up on leads from the NAIFA-National Corporate Partnerships Program and various related campaigns.
- 10) Support your local membership chairs in carrying out their plans and achieving measurable goals including membership recruitment and retention.
- 11) Encourage teamwork and link membership development and local programming..
- 12) Review membership status daily.

Ensure a smooth and effective transition from one year to the next through training, leadership development, accurate record-keeping and administration.

SECRETARY

The secretary shall sign all official documents issued by NAIFA-SC record and disperse minutes of Executive and Full Board within 7 business days after meetings via e-mail or regular mail if requested, and perform such other duties as are requested by the President of the Board of Directors.

Serve as Co Membership Chairman.

Handle all publications and correspondence

NAIFA Convention expense \$1000.00

NAIFA-SC TREASURER

The Treasurer shall receive the funds paid to this Association, deposit the same in the official depositories designated by the Executive Board, and disburse the same by order of the Executive Board. The Treasurer's accounts and books shall at all times be open to the inspection of the President, the Executive Board and any auditors name by the Board of Directors. A budget must be prepared by the finance committee chaired by the Treasurer and presented to the Executive Board for approval at least 60 days prior to the annual meeting. The Treasurer will present the annual budget to the Delegate Council for review. The Treasurer shall make a report at the Annual Convention of the Association which shall be sent out to each member of the Board of Directors at least one (1) month in advance of the Annual Convention, and at such other times as the President or the Executive Board may require, and shall give bond for the faithful discharge of duties in a sum and with such sureties as may be required by the Executive Board.

PROCEDURES:

The Treasurer will make deposits and pay all bills of the association in a timely manner that have been approved in the budget.

Deposits will be made weekly.

All bills that have been received by the NAIFA-SC office shall be forwarded to the Treasurer no later than eight days before the due date

The treasurer will mail all checks to arrive by the due date.

All checks will require written documentation. This may be an invoice, bill, contracts, detailed receipt, email or reimbursement request forms properly completed and signed

The NAIFA-SC Executive Director and Treasurer shall be authorized to sign checks. The Treasurer will maintain possession of the checkbook.

The NAIFA-SC Treasurer and Executive Director shall be authorized to use the credit card. Cash withdrawals are not permitted.

The Treasurer is responsible for providing written financial statements to the NAIFA-SC President monthly. Also provide financial statements to the Executive Board meetings Full Board meetings, Finance Committee, Investment Committee, and the association's accountant in a timely fashion and as needed.

The Treasurer shall chair the Finance Committee. The Treasurer should work with the President-Elect and The Finance Committee to develop the budget for the upcoming association year. The Treasurer will present the budget for approval to the Executive Board at least 60 days before the Annual Convention.

The Treasurer, as required by the bylaws, shall serve on the Investment Committee. The Treasurer shall invest the assets of the association according to the directives of this committee.

The Treasurer will enact, but not be responsible for the financial decisions of the association. Receive \$1000.00 toward NAIFA Convention.

NATIONAL COMMITTEEMAN – JOB DESCRIPTION

The State National Committeeman shall serve as the liaison officer between the state association and NAIFA, shall sit upon the National Council of NAIFA, and shall report back to and take council with the association with reference to problems and matters arising in and referred to said National Council, the NAIFA Board of Trustees, and the various standing and special committees of NAIFA.

DUTIES AND RESPONSIBILITIES

1. Represent the majority view of the association and attend and vote at the Annual National Council meeting of NAIFA.
2. Utilize the NAIFA, Federal Legislative Reports, State Legislative Reports and other NAIFA publications, report NAIFA activities to the membership at all state meetings and at specific times when action by the membership is required.
3. Report the activities of the state and local associations to the membership.
4. Ensure that all local associations in the state send their two voting delegates to vote at the NAIFA Convention. This responsibility includes the appointment of an alternate in the event that you or your elected president cannot attend the convention and assisting local associations in finding qualified alternates.
5. Encourage greater attendance by all local members at the NAIFA Convention.
6. Prepare and present a “suggested budget” for attending the NAIFA Convention and other expenses related to your responsibilities.
7. Ensure that the association secretary reports all officers and standing committee chairmen to NAIFA immediately following election or appointment.
8. Make a report to membership following attendance at each NAIFA Convention and prepare a written report for the association website.
9. Airfare, registration, (all luncheon and events are paid for by NAIFA-SC, that are attended) and room costs and \$50.00 per day for the NAIFA Convention are fully covered by NAIFA-SC.

IMMEDIATE PAST PRESIDENT'S JOB DESCRIPTION

The immediate past president shall be a member of the Board of Directors. The immediate past president will serve as Chairman of the Nominating Committee and serve on the CBT Board.

OTHER DUTIES AND RESPONSIBILITIES

1. Attend all Executive and full Board meetings and all other NAIFA-SC functions.
2. Support IFAPAC verbally and financially.
3. The past presidents paid expenses are mileage, overnight (if required) motel/hotel, telephone calls, and any other expenditures that come up that are required to meet this job description as long as they stay within his/her budget and \$1000 toward attendance at the NAIFA Convention.

SPECIAL COMMITTEES

Nominations and Elections Committee shall cause a notification to be prepared containing the names of all nominees which will be mailed to secretaries of all member associations at least two months prior to the annual meeting. In addition, nominations from the floor may be presented at the annual meeting provided that written notice shall have been received by the Nomination and Election chair of this association at least thirty (30) days prior to their meeting. This committee is chaired by the immediate Past President.

AWARDS CHAIRMAN

The committee on awards shall consist of a chairman only. He shall assist the president in appointing a chairman for the Bill Hendley award, Carroll H. Jones award Life Insurance Statesman award, Pioneer Club award, Ambassador Club award, and Trail Blazer Club award. He shall furnish each of the chairmen a copy of the award qualifications and receive from every chairman the names of his committee members, and furnish this information to the president and executive director. Committee members with the different awards shall be in accordance with the rules specified in each award.

THE CARROLL H. JONES AWARD

Awarded annually by NAIFA-SC

The Carroll H. Jones award has been designated as the State Association's person of the year award. The award was named in honor of Mr. Carroll H. Jones of Columbia, South Carolina. Mr. Jones was in the life insurance business for over 60 years, all of this time with one company. He was active in all phases of association work, as well as the community life of his hometown. It is fitting that he be honored in this manner. The award is presented annually at the state convention of NAIFA-South Carolina or Annual Meeting.

The purpose of the award is to honor the outstanding Insurance and Financial advisor in the state who has made, and is currently making the most outstanding contribution to our industry. He or she must devote his or her full time to the marketing of insurance; and financial products on a career basis.

Any association may nominate a member of its association or of any other association in the state. It is requested that you send the nominations in writing to the committee.

Qualifications for the Award

1. Must be an active member in good standing of NAIFA-South Carolina
2. Must be a full time Insurance Agent or Financial Advisor
3. Must not be a home office person
4. Three years must have elapsed since the nominee for the award has held the office of State President NAIFA-South Carolina
5. The holding of a state office (past or present) by the nominee is not a necessary factor for qualification. The nominee does not have to be endorsed by an association, but it is desirable.

The committee shall consist of a chairman and one member from each region, as specified in the by laws. Past recipients of this award from each region should be considered for committee members, but it is not mandatory.

Deadline for consideration of Carroll H. Jones award is March 1st of each year.

Voting should be done in person, however, if this is not possible it may be done by fax or email.

Current nominees shall remain active for consideration for a term of three years. Names and files of these nominees shall be maintained in a sealed file to be opened by the next nomination review board. If a nominee has not been a recipient of the Carroll H. Jones award within the original three years of consideration, the Chairperson must notify the nominee's association, or the nominating member, in order to reactivate the member's eligibility for further consideration of the award.

The Chairperson of this committee shall be responsible for notifying the winner's family, and the state Executive Director, by April 1st, in order to coordinate the presentation ceremony. It is recommended that photos, stories, letters, etc. be gathered for this presentation, not to exceed the state budgeted amount for said project. Should the winner's family choose to plan a more elaborate awards presentation, such as a video, then the budgeted amount will be provided to the family to defray costs.

No winner shall be declared unless all committee members are present and voting. Should a committee member not be able to attend this meeting, then an electronic vote will be accepted. This electronic voting procedure is to be an exception only, and not used as standard procedure.

The chairman shall furnish each local association with a copy of these instructions.

NAIFA-SC REGIONAL VICE PRESIDENT DUTIES AND RESPONSIBILITIES

1. Provide leadership and maintain a constant and close relationship with all associations in his/her region and with the state association
2. Create good feeling and promote acquaintance among all members in his/her region.
3. Be on the job at all times, ready to help any association.
4. Promote state and national projects within the region assigned and serve on the Board of Directors.
5. Liaison between NAIFA-SC and Local Associations
 - A. Attend at least one local Board of Directors meeting and maintain regular phone contact with the local presidents.
 - B. Attend at least one regular membership meeting of each local association during the fiscal year. (Suggest that the local have a board meeting prior to general meeting in order to save travel expense.)
 - C. Serve as information resource to the locals regarding services available from NAIFA-SC. Make sure they have received minutes of full board meetings and answer any questions they may have.
 - D. Assist local association leaders in accomplishing their goals.
 - E. Report to NAIFA-SC Board of Directors on any visitation to locals and be especially sensitive to any problem areas on the local level regarding financial concerns, legal questions, and membership decline. Any matter of this nature should be reported to the president as soon as possible.
 - F. Encourage recognition of local association activities by suggesting locals submit articles to the NAIFA-SC board. Submit application for NAIFA-SC and NAIFA award competitions.
 - G. Publish regional calendar of events so locals may coordinate schedules.
 - H. Encourage local representation at NAIFA-SC and NAIFA Conventions and the LSP.
 - I. Encourage local participation in various committee projects (i.e. public organizations, education, publicity, etc.)
 - J. Attend all executive committee Board of Director meetings and full board meetings. Participate in and attend LSP, annual meeting, and if possible, attend the NAIFA convention and any other meetings planned and sponsored by NAIFA-SC.
 - K. Support both SC IFAPAC verbally and financially.
6. Membership Promotion
 - A. Monitor membership in each local association to keep pace with growth or decline.
 - B. Assist the membership committee in campaigns and promotion.
 - C. Stimulate “friendly” competition between neighboring or similar-sized associations within the region or with other regional directors.
 - D. Recognize individuals within locals doing an exceptional job of membership recruitment and promotion.
 - E. Share successful ideas used by one local with other locals in the region.
 - F. Keep local membership chairmen informed and aware of all deadline dates and reporting procedures.

7. Recruitment of new leadership for NAIFA-SC.
 - A. Encourage locals to submit qualified candidates to the NAIFA-SC committee on nominations.
 - B. Encourage local members to participate in committee work and get involved in state activities.
 - C. Explain executive board duties and responsibilities to local boards so they will understand the NAIFA-SC structure and will have a desire to get involved.
8. Speak at local association meetings.
 - A. Regional vice presidents may be asked to speak at local meetings. They should be willing and prepared to do so.
 - B. Regional vice presidents may also be asked to act as installing officers for newly elected local officers. They should be willing and prepared to do so. See copy of installation service.
 - C. Travel outside the region of responsibility to speak or install officers is not a budget item and expenses will not be reimbursed by NAIFA-SC. Directors accepting invitations to speak outside the region of responsibility should make arrangements with that local association for expense reimbursement. The exception to this is state full board meetings.
9. Special projects
 - A. During the year the executive board may approve special projects which generally require coordination by the regional vice presidents. As a member of the board you have the opportunity to set policy regarding such projects.
 - B. It is incumbent upon every regional vice president to lend full support and cooperation to approved projects. Without that support and cooperation such projects cannot be successfully implemented.
10. Participation in Board of Directors decisions.
 - A. Represent own views on state policy matters.
 - B. Represent views of local association within region on state policy matters.
 - C. Learn functions of NAIFA-SC committees to properly direct NAIFA-SC policy.
11. Terms of office.
 - A. Elected by the delegate body at the annual meeting.
 - B. Elected for a two-year term commencing July 1 following the annual meeting at which elected and serving through the state convention two years hence. You may serve more than one term. NAIFA-SC has four regional vice presidents.
12. Expense Reimbursement.
 - A. The regional vice president's paid expenses are mileage, overnight (if required) motel/hotel, telephone calls and any other expenditures that come up that are required to meet this job description as long as they stay within his/her budget and \$1000.00 toward attendance at the NAIFA Convention.

To be revised during 08-09 year