

## **National Council for Accreditation of Coaching Education**

### **Job Descriptions:**

#### President

The function of the president is to provide leadership and serve as the chief operating officer of NCACE; to serve as the professional spokesperson through official announcements, publications and represent NCACE with other professional organizations and agencies. The president will act as presiding officer of the Board of Directors. In this capacity, the president serves as the representative and spokesperson for the Board. Specific duties of the president include:

1. Act as the chief executive officer and presiding officer over NCACE, the Board of Directors and meetings of the Board and the Delegate Assembly. The president will expedite business, maintain order, ensure justice and equity for all parties and facilitate accomplishment of group objectives.
2. Conduct all meetings and facilitate the work of the NCACE committee.
3. Represent NCACE in contacts with other professional organizations, governmental agencies and private groups.
4. Appoint and charge members of committees in accordance with the Constitution and Bylaws.
5. Supervise the Executive Director
6. Issue periodic reports to the Board of Directors and/or Delegate Assembly concerning the affairs of NCACE.
7. Prepare semi-annual reports for the Board.
8. Supervise the financial matters of the organization.

#### President Elect

The function of the president elect is to promote coaching education through NCACE activities and to promote, monitor and lend expertise to all NCACE projects. The president elect should be concerned primarily with preparation for assuming the office of president and promoting coaching education and accreditation. Specific duties of the president elect include:

1. Act for the president in his/her absence
2. Attend all meetings of the Board, Executive Committee and Delegate Assembly.
3. Request annual reports from Review Panel Chair, Segment Representatives, and Standing Committees.
4. Assist with selection of committee members.
5. Serve as a member of the Board of Directors, Executive Committee and Delegate Assembly.

6. Assist the president.
7. Serve as chair of the Structure and Function Committee.

### Past President

The function of the past president is to promote coaching education through NCACE activities. The immediate past president serves primarily as a consultant to the president and takes actions to assist with an orderly transfer of the responsibilities of the office. Specific duties of the past president include:

1. Serve as chair of the Nominating Committee
2. Advise the president and president-elect.
3. Serve as a member of the Board of Directors, Executive Committee and Delegate Assembly.

### Segment Representatives

The primary responsibility of the segment representatives is to represent and seek input from the active members of the organization within the segment that they represent.

1. Represent the active members in the decision and policy making process.
2. Serve as a member of the Board of Directors.
3. Facilitate communication between segment groups and the Board of Directors.
4. Facilitate nomination of segment representatives.

### Members-At-Large

The Members-At-Large represent the interests of and seek input from the active, associate and patron members of the organization.

1. Represent the members in the decision and policy making process.
2. Serve as a member of the Board of Directors.

### Executive Director

The Executive Director shall be appointed by the Board of Directors. The job description is developed and approved by the Board. The Executive Director shall serve on the Board of Directors and the Executive Committee as a non-voting, ex-officio member. Specific duties of the Executive Director include:

1. Identifies, evaluates, and recommends to the NCACE president and to associate officers programs, projects, and activities that will best accomplish objectives and bring positive visibility to NCACE.
2. Assists association officers in developing long- and short-range association plans and in preparing annual association budgets.
3. Recommends the establishment of association committees, assists in making committee assignments, coordinates committee activities, and assists in carrying out committee work.
4. Provides professional consulting services to local, state, and national groups and individuals in such areas as curriculum, program, personnel, facilities, organization and administration, finance, and public relations.
5. Helps plan, organize, and conduct association meetings including officer and council meetings, national conferences, workshops, and the association program at annual meetings.
6. Solicits, reviews, selects, edits, and contributes to writing, publishing, and promoting articles, books, monographs, newsletters, and other written material.
7. Serves as staff liaison in primary assignment in the organization and in assignments with committee and project work.
8. Represents NCACE in primary assignments with national organizations.
9. Maintains extensive field contacts in order to assemble and represent the views and interests of the association members.
10. Supervises the maintenance of required files and records of NCACE activities.
11. Supervises and evaluates program staff. Reports to the NCACE Board of Directors regarding staffing issues.
12. Coordinates fund development.

**National Council for Accreditation of Coaching Education  
Executive Committee  
Operating Code**

**Operating Code:**

- I. Name: Executive Committee
- II. Purpose:
  - A. To carry on business in between the NCACE Board of Directors meetings.
  - B. To perform such duties as the Board of Directors may authorize
- III. Organization:
  - A. The Committee shall consist of five individuals: President, President Elect, Past President, a Board of Directors representative, and the Executive Director of NCACE.
  - B. The President shall serve as the Chair of the Executive Committee.
  - C. A quorum shall consist of all members of the Committee.
- IV. Conduct of Business:
  - A. The President shall call Executive Committee meetings as needed and when emergency action of the organization musts be considered.
  - B. The President shall evaluate the work of the Executive Committee periodically.

**National Council for Accreditation of Coaching Education  
Delegate Assembly  
Operating Code**

**Operating Code:**

- I. Name: Delegate Assembly
- II. Purpose:
  - A. To address policy and other matters of NCACE business.
- III. Organization
  - A. The Delegate Assembly shall consist of the Board of Directors and the representatives of the active members of the organization who attend NCACE meetings.
  - B. A quorum shall consist of at least half of the total number of delegates.
  - C. Proxies may be identified only by Active Member organizations whose delegates will not be present.
  - D. Each delegates may exercise one vote.
- IV. Conduct of Business
  - A. It shall be the duty of the Delegate Assembly to effect all changes in the Constitution and Bylaws, to elect officers, to initiate such business as it deems advisable, and to exercise veto power over action taken by the Board of Directors (upon a vote equivalent to two-thirds of the votes cast at an official meeting or by a two-thirds vote of the members replying by mail provided that no such veto shall serve to deprive any person of rights accruing under a contract).
    1. A 2/3 vote shall be required to veto direction set by the Board of Directors, to impeach an officer, and to change guidelines.
    2. A simple majority vote shall be required for business matters of the organization.
  - B. A meeting of the Delegate Assembly shall be held at the time and place of the annual NCACE meeting.

**National Council for Accreditation of Coaching Education  
Board of Directors  
Operating Code**

**Operating Code:**

- I. Name: Board of Directors
- II. Purpose:
  - A. To initiate and transact all business necessary for the conduct of NCACE as directed by the Delegate Assembly.
- III. Organization:
  - A. The Board of Directors shall consist of 11 members: President, Past President, President Elect, four segment representatives and 4 members-at-large. A non-voting NCACE staff member will also serve (ex-officio) on the Board.
  - B. Members of the Board shall have three year terms of office (initial terms shall be decided on a rotational basis).
  - C. All officers will assume their respective positions at the close of the annual meeting of NCACE. No person, except the staff officer, shall serve more than two consecutive terms (six consecutive years) on the Board. An individual may serve only one term (three consecutive years) as President. If an individual is fulfilling a vacant term, that interim period may not exceed twelve months and is in addition to the elected term.
- IV: Conduct of Business:
  - A. The Board of Directors shall meet twice annually. One meeting shall be held in conjunction with the annual NCACE meeting. Special meetings may be called by the President.
  - B. Seven or more members of the Board shall constitute a quorum.
  - C. The Board shall formulate policies concerning NCACE and the general nature and scope of its services.
  - D. The Board shall recommend and approve standing committees as appointed by the President. The Board shall also recommend new committees as needed.
  - E. The Board shall facilitate the election process for all Board positions.

*Approved July 16, 2000*

F. The Board shall appoint a Folio Coordinator who serves as chair for the Review Panel.

*Approved July 16, 2000*

**National Council for Accreditation of Coaching Education  
Nominating Committee  
Operating Code**

I. Name:

The name of this committee shall be the Nominating Committee of the National Council for Accreditation of Coaching Education.

II. Purpose:

A. To provide a slate of candidates for the offices of President-elect and Members-at-Large.

III. Organization:

A. The Committee shall be a standing committee.

B. The Committee shall consist of a chairperson (immediate Past President) and four members representing the segment groups appointed by the President and approved by the Board. Appointments to the Committee shall be for a one year period.

C. Resignations from the Committee shall be presented to the President in writing. The President shall appoint a successor in consultation with the Board.

IV. Conduct of Business

A. The Committee shall solicit and screen nominations for the offices of President-elect and Members-at-Large. Members may suggest nominations to any member of the Nominating Committee.

B. The Committee shall receive the slate for segment representatives from each segment group to complete the ballot.

C. The Committee shall present nominations to the Board by the identified deadline.

**National Council for Accreditation of Coaching Education  
Structure and Function Committee  
Operating Code**

I. Name:

The name of this committee shall be the Structure and Function Committee of the National Council for Accreditation of Coaching Education.

II. Purpose:

It shall be the purpose of this committee to focus its efforts on maintaining orderly structure and functions within NCACE. Specifically it shall:

A. Receive, review and recommend on all requests for structural changes within NCACE.

B. Receive, review and recommend on all requests for bylaw changes.

C. Receive, review and recommend action to the Board of Directors on any proposed amendment or revision to NCACE operating codes.

D. Study the structure and functions of NCACE and make recommendations for their improvement to the Board of Directors.

III. Organization:

A. This committee shall be a standing committee.

B. The committee shall consist of five members: one member representing each of the segment groups ( for a total of four), and the President-elect who serves as chairperson.

C. Each member shall serve a three year term.

D. Committee members will be selected by the President and approved by the Board of Directors. The President-elect serves as chairperson.

IV. Conduct of Business

A. The committee shall meet annually at the time and place of the annual NCACE meeting. Additional meetings may be called as deemed necessary by the chairperson.

B. Recommendation for actions will be presented to the Board of Directors before the annual meeting.

C. Committee meeting minutes shall be distributed to the Board of Directors.

**National Council for Accreditation of Coaching Education  
Review Panel  
Operating Code**

Operating Code:

I. Name: Review Panel

II. Purpose:

A. To review materials presented to NCACE for the purpose of determining program accreditation.

III. Organization:

A. The review panel shall consist of seven members: at least one from each member segment (multi-sport; single sport; science/medical/education; distributors of coaching education). The chair of the panel, who shall be appointed by the Board of Directors, will be the Folio Coordinator.

B. The Review Panel Chair shall select and assign readers for folios submitted for review.

IV. Conduct of Business

A. The Review Panel selects, trains and assigns folio readers.

B. The Review Panel develops training materials for both institutions and folio readers.

C. The Review Panel reviews work of folio readers, synthesizes content, and adjudicates differing evaluations and makes recommendations regarding accreditation status to the Board of Directors.

D. The Review Panel Chair prepares a final report that is presented to the NCACE Board of Directors summarizing Review Panel recommendations and providing comments for organizations seeking review. Final reports and Board of Directors action shall be submitted to organizations by \_\_\_\_\_.