

## **NICCA Board of Directors Representatives Duties**

- 1) Attend NICCA regularly scheduled Board of Directors meetings, the National NICCA conference, and other meetings as may be scheduled by the BoD
  - a. National NICCA conference will be scheduled in conjunction with the National Indian and Alaskan Native annual conference – BoD representatives may be required to stay an extra day or arrive a day early for meetings – at the conferees' own expense
  - b. Quarterly meetings are required by NICCA BoD representatives – meetings will be held in conjunction with other meetings as much as possible – however, NICCA may need to focus all of their attention and efforts on the task at hand and may call meetings from time to time that will be specifically for NICCA and BoD tasks
  - c. Absence of two consecutive BoD meetings will require the Board Member to be contacted in writing by the Executive Board concerning absences – absence of three consecutive BoD meetings will result in removal from office (see NICCA By-Laws)
  - d. NICCA Board of Director representatives are responsible for his/her own travel expenses and arrangements to attend BoD meetings
  
- 2) Serve on subcommittees as appointed
  
- 3) Complete designated assignments in a timely manner
  
- 4) NICCA BoD representatives will be responsible for submitting articles/information to the Newsletter Committee
  - a. This information may be gathered from other grantees in his/her region
  - b. He/she may write and submit own articles or information
  
- 5) Maintain contact with Regional Grantees
  - a. NICCA BoD representatives will act as the liaison to disseminate information to tribal CCDF grantees in his/her region
  - b. NICCA BoD representatives will represent the needs and requests of his/her regional tribal CCDF grantees
  - c. NICCA BoD representatives will know how to contact his/her state and federal legislators and be ready to disseminate that information to the tribal CCDF grantees in his/her region