

Districts

District President Description

District Presidents serve as a conduit between the districts and Executive Council through which information flows and communication is enhanced. They are charged with and responsible for communicating with the membership of their district the actions of Executive Council.

District Presidents are expected to:

- Attend the following meetings/events:
 - all Executive Council Meetings (four per year)*
 - March – Saturday at NCOS office building in Raleigh
 - June – Thursday of Spring Congress
 - September – Saturday at NCOS office building in Raleigh
 - November – Thursday of Fall Congress
 - Legislative Day
 - Spring and Fall Congress
- Submit a written report prior to each Executive Council meeting that provides an update on your District
- Follow the procedures listed in the “District Information” section

District Presidents are also asked to donate to NCOS PAC and AOA PAC on a yearly basis.

*District Presidents receive 25% off Fall Congress registration for every Executive Council meeting they attend throughout the year (March, June, September, and November).

District Information

1. District Meetings:
 - a. No district meetings are to be held in February, June, or November since they would conflict with Virtual Seminar and Spring and Fall Congress.
 - b. Let us know the details (date, time, location) of your district meetings! Please contact Kristen Rauch, kristen@nceyes.org or add her to your email list. We will list district meetings on our website and in our e-news.
2. Continuing Education:
 - a. Districts are to follow the North Carolina State Board of Examiners of Optometry’s continuing education requirements as listed on their website - www.ncoptometry.org/board-policies/continuing-education.
 - b. Ensure compliance with the OIG HHS opinion on ophthalmology practices providing accredited CE.

3. Membership:

- a. To be a district member, you must be an NCOS member. If an optometrist is not a member of the NCOS or is an NCOS member but not a district member, they should be charged a non-member rate per continuing education hour.
- b. For the districts the NCOS collects dues for, we will share and update a Google Sheet that includes a list of all those that have paid. This document is updated in real time.
- c. If a member pays their dues directly to you, please make sure you are adding their information to the Google Sheet.
- d. The NCOS will send ACH payments at the end of each month (minus a 5% administrative fee) and, in addition to communicating this via email, will log these payments on the Google Sheet. There will be tabs located at the bottom of the sheet indicating the amount we send you, along with the members who paid those dues.

4. Finances:

- a. Per Section 11 of the NCOS bylaws, "Each district shall keep their own financial accounts and records. Taxes will be filed annually for each district through the society office. Any district with receipts larger than \$50,000 annually will be included in any audit of the society."
- b. Districts must keep track of speaker payments and relevant speaker contact information throughout the calendar year. The society's accountants will need this information when filing each district's taxes. The society office will reach out to each district at the end of the year for this information.

5. Officers:

- a. Please let us know when your district changes officers.
- b. On that date, please provide us with the new list of officers.

6. Texting:

- a. We offer a texting service to the districts that allow us to collect district dues. This will allow you to text your members about upcoming meetings. Please allow up to 24 hours for your text message request to be sent.
- b. If you don't use this feature, but would like to, please contact Kristen Rauch at Kristen@NCEyes.org.

7. Webpage:

- a. Each of the districts that allow us to collect district dues have their own district webpage (example of webpage link - www.nceyes.org/eastern-district). The page includes dues and payment information, leadership contacts, a meetings calendar, bylaws, etc.
- b. If you would like to add anything to your district's webpage, please contact Kristen Rauch at kristen@nceyes.org.