

NCOS Divisions and Trustees

Division Descriptions

Administrative Affairs

- Seek out potential NCOS partners, sponsors and exhibitors
- Maintain relationships with current partners, meet with partners at Fall Congress, and act as key liaison between partners and NCOS leadership
- Maintain communication with local districts, ensuring they have the necessary resources to successfully operate
- Review and monitor the society's administrative policies and procedures, keeping them up-to-date and accurate, and recommend any new policies and procedures the society should adopt

Membership

- Recruit and retain members
- Take part in the annual New Licensee Seminar at Fall Congress
- Oversee the Leadership, Mentorship, and Young OD programs
- Develop and maintain school and student relationships

Professional Education

- Develop the program schedule for Virtual Seminar and Spring and Fall Congress
 - Select the lecture speakers/topics
 - Make initial contact with speakers to see if they are available, would be willing to lecture, and agree to speaker contract
- Oversee program onsite
 - Speaker introductions (for Virtual Seminar too)
 - Monitor general and breakout sessions

Public Affairs

- Coordinate the promotion of optometry in the state of North Carolina
- Coordinate community outreach statewide
- Develop and maintain public education about eye care
- Maintain and increase awareness of NCOS programs and Optometry Cares – the AOA Foundation

State Affairs

- Administer and strengthen the Keyperson program
- Work with current leadership and legislative chair on society's legislative agenda
- Work with NCOS PAC leadership to raise money for NCOS PAC
- Recruit members to attend Legislative Day
- Assist local districts with legislative receptions

Third Party

- Develop and strengthen relationships with state third-party/insurer contacts
- Communicate important information to membership
- Serve as a resource to members on third-party/insurance questions, problems or concerns
- Work with current leadership and legislative chair as needed to address any issues or concerns

Trustee Description

As a Trustee, you will oversee one of the society's six divisions. You may also be appointed by the President to chair or be a member of a committee.

Trustees 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 (registration and hotel is covered for Professional Education Trustee, who is expected to attend the Virtual Seminar as well)
- Commit five hours per month to the position
- Chair or be a member of any committee(s) you've been appointed to
- Work with the Division's Committee Chair(s) and President to achieve society's goals
- Submit a written report prior to each Executive Council meeting that provides an update on your Division

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

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