

Officer Descriptions

The five officers of the NCOS serve as the Executive Committee. The Executive Committee meets as necessary in-between Executive Council meetings to carry out the work of the Society. Each Officer devotes a considerable amount of time to the position, with more time and travel required as they ascend the Officer ranks.

President:

- Automatically elected
- Leads Executive Council
- Face of Society
- Calls special meetings
- Appoints committees and designates committee chairs and members
- Fills any vacant roles
- Selects yearly award recipients

President-Elect:

- Presides over Executive Council meetings
- Performs duties assigned by the President or Executive Council
- Appoints Nominations Committee with the President
- Assumes duties of the President if President is unable to

Vice President:

- Supports activities of the Society as requested by President
- Attends national meetings to improve knowledge and leadership skills
- Assumes duties of the President-Elect if President-Elect is unable to

Secretary-Treasurer:

- Responsible for arranging effective oversight and reporting of the budget and financial affairs of the Society
- Reviews all meeting minutes kept by the Executive Director
- Provides oversight to the Society on issues of official correspondence and member communications

Immediate Past President:

- Automatically elected
- Provides continuity of leadership

Officers 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

- In addition to these meetings/events, Officers are also expected to attend national meetings/events (see graph below)
- Spring and Fall Congress registration and hotel are covered by NCOS; all travel expenses are covered for national meetings.
- Commit at least six hours per month to the position (President will be more)
- Chair or be a member of any committee(s) you've been appointed to

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

Meetings/Events	President	President-Elect	Vice-President	Secretary-Treasurer	Immediate Past President
President's Council	✓	✓			
SECO	✓	✓			
Executive Council	✓	✓	✓	✓	✓
Legislative Day	✓	✓	✓	✓	✓
AOA on Capitol Hill	✓	✓	✓		
Spring Congress	✓	✓	✓	✓	✓
Optometry's Meeting	✓	✓	✓		
AOA State Government Relations Center Regional Meeting	✓	✓			
Fall Congress	✓	✓	✓	✓	✓