POSITION: Section Trustee
LENGTH OF TERM: 3 years commencing July 1 through June 30

MISSION
NACE International’s Mission is to equip society to protect people, assets, and the environment from the adverse effects of corrosion.

PURPOSE
The Section Trustee is accountable to Area Board of Trustees for the activities of the Section and its fiscal matters.

ESSENTIAL DUTIES
- Serves as the Section representative on the Area Board of Trustees.
- Serve as liaison between the Section and Area.
- Ensure continuity in the administration of Section affairs.
- Ensure viability of Section functions and activities.
- Ensure adherence to the appropriate Section Affiliation Agreement.
- Review Section activities and submits written semi-annual report to Chair of the Area Board of Trustees and NACE HQ.
- Serve on the Section Governing Board (comprised of the Section Trustee, Section Chair, Section Vice Chair, and Section Secretary-Treasurer) and fulfill duties as assigned in the Section Operating Manual.
- Attend all Section Governing Board meetings of the general membership of the Section.

ADDITIONAL DUTIES
- July
  Ensure that the Section Affiliation Agreement has been signed by the appropriate parties and is accountable adherence to the agreement.
- Spring and Fall
  - Attend the Area Board of Trustees meeting held during the Annual Conference during the spring each year and present a prepared written semi-annual report of activities and finances in accordance with the appropriate Section Affiliation Agreement.
  - Attend the Area Board of Trustees meeting held during the Fall each year and present a prepared written semi-annual report of activities and finances.
  - Report matters of Association policy and major NACE activities to the Section membership, the Area Chair, and NACE HQ as required.
- March
  Ensure Section nominations are conducted in accordance with Procedures for Section Nominations and Election.
- May
  - Ensure Section elections are conducted in accordance with Procedures for Section Nominations and Elections.
  - Appoint an audit committee as defined in Section 10 of the NACE Sections Operating Manual.
QUALIFICATIONS
Qualified candidates for this position must:
- Have previously served at least one term as an Officer on the Section Governing Board.
- Be a NACE International member in good standing and assigned to the Section in which they are elected.

KNOWLEDGE, SKILLS AND ABILITIES
Qualified candidates for this position should possess the following general attributes:

**Strategic**
Entrepreneurial thinking
Strategic thinking—ability to look forward

**Management**
Awareness of current and future industry trends
Broad knowledge and understanding of the various types of customers (e.g., readers, authors, advertisers, non-member customers)
Financial analysis and management (experience with profit and loss responsibilities)

**Personal**
Ability to engage in and facilitate dialog
Accountability
Emotional intelligence
Objectivity

ACCOUNTABILITY
The Section Trustee is accountable to the needs of the members of the Section and to do what is best for the organization.

TIME COMMITMENT
Candidates for this position must be able to meet the following general expectations in regard to the time commitment:

**Section Governing Board Meetings**: The Section Governing Board shall meet at least twice annually and one meeting shall be in person. Additional meetings may be called as necessary to conduct Section business.

**Section Meetings**: Attend all Section meetings each year.

**Area Board of Trustee meetings**: Attend all Area Board of Trustee meetings including the meeting taking place at the NACE International Annual Conference each year.

**Travel**: International travel may be required for meeting attendance.

REMUNERATION
Service as the Section Trustee is without remuneration.

Appendix F of the Section Operating Manual—Appropriate Use of NACE Section Funds, provides guidelines for officer travel expenses related to Section activities.
MISSION
NACE International’s Mission is to equip society to protect people, assets, and the environment from the adverse effects of corrosion.

PURPOSE
The Section Chair is accountable to the Section members and Governing Board for ethical oversight of the Section’s activities and funds.

ESSENTIAL DUTIES
• Ensure proper administration and conduct of the Section.
• Prepare agenda for all meetings of the Section Governing Board.
• Preside over Section Governing Board and Section meetings.
• Serve on the Section Governing Board (comprising the Section Trustee, Section Chair, Section Vice Chair, and Section/Secretary-Treasurer) and fulfill duties as assigned in the Section Operating Manual.

ADDITIONAL DUTIES
• July
  In concert with the Trustee, appointed or elected by the Section membership the following activity chairs as deemed necessary for effective operation of the Section:
    o Membership
    o Career Development
    o Awards
    o Arrangements
    o Program
    o Publicity
    o Webmaster
• Spring and Fall
  Review Section needs and concerns and submit them to the Section Trustee for inclusion in his/her written report to the Area Board of Trustees. This should include any problems confronting the Section.
• March
  Ensure Section nominations are conducted in accordance with Procedures for Section Nominations and Elections.

QUALIFICATIONS
Qualified candidates for this position must:
• Be a NACE International member in good standing and assigned to the Section in which they are elected.

KNOWLEDGE, SKILLS AND ABILITIES
Qualified candidates for this position should possess the following general attributes:
Strategic
Entrepreneurial thinking
Strategic thinking—ability to look forward

Management
Awareness of current and future industry trends
Broad knowledge and understanding of the various types of customers (e.g., readers, authors, advertisers, non-member customers)
Financial analysis and management (experience with profit and loss responsibilities)

Personal
Ability to engage in and facilitate dialog
Accountability
Emotional intelligence
Objectivity

ACCOUNTABILITY
The Section Chair is accountable to the Section members and Governing Board.

TIME COMMITMENT
Candidates for this position must be able to meet the following general expectations in regard to the time commitment:

Section Governing Board Meetings: The Section Governing Board shall meet at least twice annually and one meeting shall be in person. Additional meetings may be called as necessary to conduct Section business.

Section Meetings: Attend all Section meetings each year.

Travel: Domestic travel may be required for meeting attendance.

REMUNERATION
Service as the Section Chair is without remuneration.
POSITION: Section Vice-Chair
LENGTH OF TERM: One-year term of office, extending from July 1 through June 30

REVISION DATE: 01-14-2019

MISSION
NACE International’s Mission is to equip society to protect people, assets, and the environment from the adverse effects of corrosion.

PURPOSE
The Section Vice-Chair supports the Section Chair’s role to provide ethical oversight of the Section’s activities and functions.

ESSENTIAL DUTIES
- Provide executive support to the Section Chair.
- Perform the duties of the Chair in the Chair’s absence.
- Perform special assignments made by the Chair.
- Ensure proper operation of Section technical programs.
- Serve on the Section Governing Board (comprised of the Section Trustee, Section Chair, Section Vice Chair, and Section/Secretary-Treasurer) and fulfill duties as assigned in the Section Operating Manual.

QUALIFICATIONS
Qualified candidates for this position must:
- Be a NACE International member in good standing and assigned to the Section in which they are elected.

KNOWLEDGE, SKILLS AND ABILITIES
Qualified candidates for this position should possess the following general attributes:

Strategic
Entrepreneurial thinking
Strategic thinking—ability to look forward

Management
Awareness of current and future industry trends
Broad knowledge and understanding of the various types of customers (e.g., readers, authors, advertisers, non-member customers)
Financial analysis and management (experience with profit and loss responsibilities)

Personal
Ability to engage in and facilitate dialog
Accountability
Emotional intelligence
Objectivity
ACCOUNTABILITY
The Section Vice-Chair is accountable to the Section Chair.

TIME COMMITMENT
Candidates for this position must be able to meet the following general expectations in regard to the time commitment:

Section Governing Board Meetings: The Section Governing Board shall meet at least twice annually and one meeting shall be in person. Additional meetings may be called as necessary to conduct Section business.

Section Meetings: Attend all Section meetings each year.

Travel: Domestic travel may be required for meeting attendance.

REMUNERATION
Service as the Section Vice-Chair is without remuneration.
POSITION: Section Treasurer
LENGTH OF TERM: One-year term of office, extending from July 1 through June 30

MISSION
NACE International’s Mission is to equip society to protect people, assets, and the environment from the adverse effects of corrosion.

PURPOSE
The Section Treasurer is accountable to the Section Members and the Governing Board and NACE International Finance Committee.

ESSENTIAL DUTIES
• Collect, deposit, and maintain records of all Section funds in accordance with the Section Affiliation Agreement.
• Fiduciary responsibility to ensure that the terms of the Section Affiliation Agreement are met with regard to financial concerns.
• Provide ethical oversight of the Sections funds and ensure financial reporting in accordance with the Section Affiliation Agreement.
• Serve on the Section Governing Board (comprised of the Section Trustee, Section Chair, Section Vice Chair, and Section Secretary-Treasurer).

ADDITIONAL DUTIES
• June
  o If your Section account is hosted through Bank of America with NACE International, contact NACE Finance Staff at Headquarters to establish access to bank account and arrange for check signing authority as approved by the Section Governing Board when applicable by local law.
  o If your Section is locally registered and has a bank account separate from NACE International, contact your banking establishment and arrange for check signing authority as approved by the Section Governing Board.
  o Submit the Year-End Financial Report to Headquarters and to the Section Governing Board in accordance with the Section Affiliation Agreement.
• July
  o Provide documents/accounting forms to auditors to support financial statements.
  o Make disbursements as approved by the Section Governing Board.

QUALIFICATIONS
Qualified candidates for this position must:
• Be a NACE International member in good standing and assigned to the Section in which they are elected.
• Be bonded under a fidelity bond carried by NACE Headquarters
KNOWLEDGE, SKILLS AND ABILITIES
Qualified candidates for this position should possess the following general attributes:

Strategic
Entrepreneurial thinking
Strategic thinking—ability to look forward

Management
Awareness of current and future industry trends
Broad knowledge and understanding of the various types of customers (e.g., readers, authors, advertisers, non-member customers)
Financial analysis and management (experience with profit and loss responsibilities)

Personal
Ability to engage in and facilitate dialog
Accountability
Emotional intelligence
Objectivity

ACCOUNTABILITY
The Section Treasurer is accountable to the Section members and the Section Governing Board and the NACE International Finance Committee for ethical oversight of the Section’s funds and financial reporting in accordance with the Section Affiliation Agreement.

TIME COMMITMENT
Candidates for this position must be able to meet the following general expectations in regard to the time commitment:

Section Governing Board Meetings: The Section Governing Board shall meet at least twice annually and one meeting shall be in person. Additional meetings may be called as necessary to conduct Section business.

Section Meetings: Attend all Section meetings each year

Travel: Domestic travel may be required for meeting attendance.

Through a majority approval of the voting members of the Section Governing Board, the position of Secretary-Treasurer may be fulfilled by one individual or designated to be fulfilled by two individuals serving in each role (Secretary and Treasurer) separately. If one person fulfills both roles, all elements of the job descriptions for the Secretary and Treasurer must be fulfilled.

REMUNERATION
Service as the Section Treasurer is without remuneration.
POSITION: Section Secretary

LENGTH OF TERM: One-year term of office, extending from July 1 through June 30

REVISION DATE: 01-14-2019

MISSION
NACE International’s Mission is to equip society to protect people, assets, and the environment from the adverse effects of corrosion.

PURPOSE
The Section Secretary is accountable to the Section Members and the Governing Board. Responsible for support to the Section and Section Governing Board.

ESSENTIAL DUTIES
• Provide administrative support to the Chair and the Section Governing Board.
• Maintain and distribute minutes of Section Governing Board meetings to the Governing Board members and to membership staff liaison at NACE Headquarters.
• Distribute agendas of Section Governing Board meetings.
• Record names and addresses of non-members attending each Section meeting and send to the staff liaison at NACE Headquarters.

ADDITIONAL DUTIES
• July
  o Provide successor with records, files, minutes, statements, and correspondence.

QUALIFICATIONS
Qualified candidates for this position must:
• Be a NACE International member in good standing and assigned to the Section in which they are elected.

KNOWLEDGE, SKILLS AND ABILITIES
Qualified candidates for this position should possess the following general attributes:

Strategic
Entrepreneurial thinking
Strategic thinking—ability to look forward

Management
Awareness of current and future industry trends
Broad knowledge and understanding of the various types of customers (e.g., readers, authors, advertisers, non-member customers)
Financial analysis and management (experience with profit and loss responsibilities)
Personal
Ability to engage in and facilitate dialog
Accountability
Emotional intelligence
Objectivity

ACCOUNTABILITY
The Section Secretary is accountable to the Section members and the Section Governing Board.

TIME COMMITMENT
Candidates for this position must be able to meet the following general expectations in regard to the time commitment:

Section Governing Board Meetings: The Section Governing Board shall meet at least twice annually and one meeting shall be in person. Additional meetings may be called as necessary to conduct Section business.

Section Meetings: Attend all Section meetings each year

Travel: Domestic travel may be required for meeting attendance.

Through a majority approval of the voting members of the Section Governing Board, the position of Secretary-Treasurer may be fulfilled by one individual or designated to be fulfilled by two individuals serving in each role (Secretary and Treasurer) separately. If one person fulfills both roles, all elements of the job descriptions for the Secretary and Treasurer must be fulfilled.

REMUNERATION
Service as the Section Secretary is without remuneration.