



Mission: To advance the science and practice of measurement in education

Vision: To be the recognized authority in measurement in education

Board Member Responsibilities

- Be an ambassador for NCME. Encourage participation, membership, and support.
- Support and participate in NCME programs and activities, and encourage colleagues to do the same.
- Serve as Liaison to at least one NCME Committee. Board Liaisons are assigned by the President at the beginning of their term (April). Serving as Board Liaison includes touching base with Committee Chairs regularly, offering assistance as needed, and communicating committee issues and updates to the Board.
- Bring industry, association, or professional issues to the Board.
- Bring suggestions and ideas to the Board for the improvement of the organization.
- Make every effort to attend Board meetings in person. Teleconferencing is an option if absolutely necessary. *See information on meetings below.*
- Become familiar with and comply with NCME policies and Bylaws. These are available to all members.
- Maintain fiscal oversight of NCME, in coordination with the Budget and Finance Committee.
- Prepare for Board meetings by reading materials and keeping up to date on Board emails and announcements.
- Be an active participant in Board meetings.
- Be courteous and professional in discussions, and respect opposing views. Bring concerns to Board President as needed.
- View all NCME Board discussions and decisions through the filter of the organization's Mission, Vision, and Goals. Determine what is best for NCME as a whole, not for any individual.

Board Meetings and Travel

Traditionally the NCME Board meets four times a year:

- **Spring** - at the Annual Meeting (April) – Two 3 hour meetings (one at the beginning of the Annual, for the current Board, and one at the end, for the new Board).
 - **Summer** – one and one half days – location selected by President.
 - **Fall** – for 2018 and 2019 this meeting is held in conjunction with the Special Conference on Classroom Assessment.
 - **Winter** – one and one half days – for 2018 and 2019 this meeting is held in Washington, DC, in conjunction with NCME policy seminar.
 - The President may call other meetings as needed, which are usually held via toll free teleconference.
- NCME Officers (President, Vice President, Past President) and the Chair of the Budget and Finance Committee meet monthly via toll free teleconference (in addition to Board meetings).
 - **With the exception of the Annual Meeting**, NCME Board members are reimbursed for travel costs related to Board meetings.
 - Directors will submit travel expense forms post meeting.
 - In most cases. NCME headquarters will secure hotel arrangements and arrange for all room and tax to be charged to the NCME master account.

Board Resources

- NCME maintains a Board portal on the NCME website, accessible only to Board members. This site includes information on upcoming meetings, minutes of past meetings, budget and financial information, and reports prepared for Board members.
- NCME Bylaws and Handbook of Policies and Procedures is available to all members on the Members only portion of the website.
- An orientation for new Directors is held at the Annual Meeting, usually immediately before the first Board meeting.
- NCME maintains Directors and Officers Insurance, which covers the organization and its directors, officers, and trustees against actual or alleged wrongful acts in three major areas:
 - Governance liability: claims resulting from general governance decisions;
 - Fiduciary liability: claims resulting from alleged fraud and improper financial oversight, including oversight of employee benefit plans (Employment Retirement Income Security Act [ERISA]) and use of grant funds and donor contributions; and
 - Employment practices liability: claims resulting from employment-related activities