



Position Descriptions for 2023–2026 Term

Officers

President

The President shall preside at all meetings of the Board, appoint all committees and all committee chairpersons unless otherwise provided for in these bylaws, serve as ex-officio members of all committees, and supervise any staff, vendors, contractors, or other powers as may be delegated to the President by the Board.

1st Vice President of Outreach

The First Vice President shall assume the duties of the President if the President is absent or unable to carry out their duties. The First Vice President shall chair and serve on committees as appointed by the President. The First Vice President also oversees and coordinates all director-level outreach efforts, ensuring transparency among the myriad outreach roles to ensure maximum efficiency and deduplication of efforts. In addition, the first Vice President may serve as acting director for any vacant outreach position.

2nd Vice President of Fundraising

The Second Vice President shall direct the annual fundraising campaigns and create and implement strategies to raise funds to meet the budget, program, and personnel needs of the organization in cooperation with any staff, contractors, and the Board. The Second Vice President shall report to the President.

Secretary

The Secretary of the Board shall keep and distribute the minutes of Board meetings to all members and shall prepare other correspondence as directed by the Board. The Secretary shall present a final draft of the minutes to the Board no later than 14 days following a Board meeting. The minutes shall be voted on at the next Board meeting.

Treasurer

The Treasurer shall be the chief financial officer of the corporation and shall ensure the safekeeping of all corporate funds, oversee the maintenance of accurate books of account, disburse operating funds in accordance with an approved budget, and collect due shares for operating expenses. The Treasurer will serve as an ex-officio member of the Finance Committee but shall not chair it.

Directors

Regional Representatives Director

Oversee activities of Regional Representatives. Provide onboarding and ongoing training and support to Regional Representatives. Serve as acting Regional Representative for regions without a Regional Representative.

Community Engagement Director

Oversee NCSA-created webinars, including identifying presenters and/or panelists and ensuring that such webinars are accessible to the public. Coordinate logistics for exhibit booths at conferences that



NCSA has committed to. Identify possible conferences where we should have an exhibit booth. Oversee coordination of sponsorship requests from camps, affiliates, and other organizations requesting NCSA sponsorship for cueing classes.

Legislative Activities Director

Review ongoing federal and state legislative activities. Identify legislation that NCSA should be aware of and act as NCSA's point person when contacting legislators. Identify opportunities for members to contact their federal and state representatives regarding bills. Serve as NCSA's primary representative on the DHHA. Not a "lobbyist" position!

Organizational Outreach Director

Proactively reach out to non-NCSA national organizations and their regional affiliates, including ALDA, HLAA, EHDI, Hands & Voices, NAD, etc. Partner with Regional Representatives for outreach to state-level organizations, including chapters of national associations. Review NCSA affiliate applications and ensure all requirements are met before presenting them to the Board for discussion and vote.

Academic Outreach Director

Reach out to post-secondary educational institutions that have deaf education, speech-language pathology, interpreter training programs, and/or audiology programs to promote teaching of cueing, training of cued language transliterators (CLTs), and general use of cued languages in Deaf Education. Collaborate with Regional Representatives to support training and outreach efforts in these programs, as well as with the Academic Advisory Chair to promote research on cued languages.

Regional Representatives

Develop and maintain relationships with state-level EHDI and Hands & Voices organizations and/or other state-level family-based organizations (FBOs) serving families with DHH children in the region. Serve as the primary point of contact for families interested in cueing, providing moral support and connecting them with other families or professionals as needed, in collaboration with the DCLP Coordinator. Identify and maintain a log of cueing-related activities within the region monthly. Coordinate other outreach activities as needed with the Director of Outreach and Director of Regional Representatives. Share official NCSA social media posts to local cueing- and deaf-related social media accounts, pages, and groups.

Region 1: Northeast	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
Region 2: East	Delaware, Indiana, Kentucky, Maryland, Michigan, North Carolina, Ohio, South Carolina, Tennessee, Virginia, Washington, DC, West Virginia
Region 3: South	Arkansas, Alabama, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Texas, Puerto Rico, U.S. Virgin Islands
Region 4: Midwest	Kansas, Illinois, Iowa, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin
Region 5: Rockies	Arizona, Colorado, Idaho, Montana, New Mexico, Utah, Wyoming
Region 6: West	Alaska, California, Hawai'i, Nevada, Oregon, Washington, American Samoa, Guam, Northern Mariana Islands



At-Large Positions

Academic Advisory Council Chair

Chair the Academic Advisory Council, which includes professionals, researchers, and other academics who serve as consultants on all things related to the education and support of children and adults who use or study cued languages both in the U.S. and internationally. Provide guidance as requested for publishing information about cued languages in academic forums. Network with academics on matters related to cued languages and report trends to the NCSA. Review grant proposals on behalf of the NCSA related to funding the teaching of or research on cued languages.