

ADVISORY BOARD OPERATIONAL POLICY

Current as of 05/04/26

PURPOSE

This policy establishes the governance, responsibilities, and operation controls of the ECCNA Advisory Board (AB), ensuring proper oversight, financial integrity, and compliance with applicable laws and the Corporations Bylaws.

The following Regions are considered “East Coast” for purposes of this convention:

- ABDC Region
- Alabama/NW Florida Region
- Carolina Region
- Central Atlantic Region
- Chesapeake & Potomac Region
- Connecticut Region
- Eastern NY Region
- Florida Region
- Free State Region
- Georgia Region
- Greater Philadelphia Region
- Greater NY Region
- Mid-Atlantic Region
- Mountaineer Region
- New England Region
- New Jersey Region
- North Carolina Region
- Northern NJ Region
- Northern NY Region
- Northern New England Region
- South Florida Region
- Tri-State Region
- Western NY Region

WHAT IS THE ADVISORY BOARD

The Advisory Board (AB) is the administrative body that oversees the business of the Corporation. The AB is composed of up to 29 Directors. See the Bylaws for Qualifications and Service Terms

How Elections work during the Board Mtg

During the nominations and elections part of the AB meeting, the President will read the application(s). Board members may address questions for the nominee(s) at this time. After nominations are closed, the nominee(s) will be temporarily removed from the conference. AB members can then discuss and vote on the nomination(s). Once the vote is taken, the nominee(s) will be brought back to the conference. Those nominee(s) elected

will be allowed to participate in the meeting from that point forward, but they will not have a vote until the next AB meeting.

RESPONSIBILITIES OF THE AB

Please refer to Article 7.08 of ECCNA By-laws.

BOARD MEMBER RESPONSIBILITIES

AB President responsibilities:

- 1) Presides over AB meeting
- 2) Primary contact for any correspondence coming thru the Corporation website including applications
- 3) Signs all contracts between Corporation and any facilities, vendors, etc. approved by AB
- 4) Primary liaison with the Host Committee
- 5) Co-Signer on AB bank account
- 6) Monthly contact with Host Chair
- 7) Ensure that all tax related filings are completed
- 8) Prepares monthly report

AB Vice President responsibilities:

- 1) Assumes responsibilities of President if President is absent or disabled
- 2) Trains to become future President
- 3) Ensures Region Literature Distribution contact list is updated and current before August 1st
- 4) Substitutes for absent/vacant AB positions

AB Secretary responsibilities:

- 1) Records minutes and distributes to all AB members within 2 weeks
- 2) Ensures that approved minutes – including all Officer Reports - are uploaded to the Corporation website (eccna.org) within 2 weeks of approval
- 3) Prepares and sends out agenda for AB meeting
- 4) Ensures a copy of the Articles of Incorporation and Bylaws, as amended to date, are uploaded to the Google drive

Chief Financial Officer (CFO) responsibilities:

- 1) Include statements from all bank accounts (AB & Host) and other accounts. (PayPal and Square) must be included in monthly reports to the AB
- 2) Liaison to Host Treasurer
- 3) Responsible for preparing the preliminary budget to be sent to the host committee for their review and suggested changes which then get sent to the AB for approval
- 4) Has the overall responsibility in seeing that the money handling guidelines are being adhered to during the annual convention
- 5) Responsible for preparing all financial information needed for the completion of our annual tax returns
- 6) Completes and files online the Florida Corporate Annual Report. (sunbiz.org due by May 1)

- 7) Responsible for uploading records of tax related filings to our Google Drive in a timely manner
- 8) Monitors all banking accounts and maintains that the host committee has funds of not more than \$1,500
- 9) Responsible for monitoring and transferring funds from all other financial entities such as PayPal, Venmo, Square, etc. to the A.B checking account. Balances in these 3rd party accounts should never exceed \$5,000
- 10) Meets with Host Chair, Treasurer, Registration Chair, Merchandise Chair and Auction Chair prior to the start of the convention to review money handling during convention

ALTERNATE CFO responsibilities:

- 1) Assists C.F.O. as needed
- 2) Trains to become future C.F.O.

WEBMASTER responsibilities:

- 1) Maintains the eccna.org website
- 2) Maintains the E.C.C.N.A. online store
- 3) Uploads approved AB and Host Committee minutes to website
- 4) Works with Host committee to upload convention and event fliers and any other pertinent information

POLICY CHAIR responsibilities

- 1) Reads qualifications during elections
- 2) Responds to policy related questions during AB meetings as needed
- 3) Update policy as needed
- 4) Ensure the current policy is stored on the Google Drive

GENERAL DIRECTORS responsibilities

- 1) Attend monthly board meeting and lend their experience
- 2) Preferred attendance at each E.C.C.N.A to help where asked and needed

MONEY HANDLING

At the annual convention: The following people can handle money:

- Registration Chair/Committee
- Merchandise Chair/Committee
- Auction Chair/Committee
- Host Committee Admin (Chair, Vice Chair, Secretary, Treasurer, and Alt-Treasurer)
- Advisory Board Members

Registration, Merchandise and Auction: Opening: Banks will be \$200 – to be counted upon receipt. Prior to the opening of the convention, the CFO should have available enough funds for opening (2) and replacement (2) banks

Cash Pickups:

- Host Treasurer/CFO (or alternates) collects cash from drawer and replace with new bank
- POS end drawer report printed

- Money taken to secure location where it is counted and reconciled (Host Chairperson counts, confirms it matches POS printout. In case of a discrepancy, CFO counts the money. Host chairperson and CFO must agree on cash amount)
- Money Pick-Up Slip completed and signed by CFO or CFO Alternate and Host Committee Member

Outside Vendors:

CFO/Alt-CFO and Host Committee Member(s) to meet with vendors at closing for final payment.

Checks from Vendors will be allowed as payment: Payable to ECCNA. PLEASE ASK FOR PHONE NUMBER and note on check. Some form of picture identification (drivers license) needs to be presented.

LITERATURE DISTRIBUTION

After allocating a minimum of 1 case of Basic Texts to each of the non-hosting Regions, the Host Committee will decide how to use the remaining funds. The funds must be used to purchase current NA approved literature for distribution to correctional facilities within the host region(s) including but not limited to:

- State and federal prisons
- County and municipal jails, detention centers, and lock-ups
- Juvenile detention and youth correctional facilities
- Court-ordered or state-sponsored residential treatment programs, including those operated by or contracted through a state Department of Corrections
- Work-release centers and re-entry facilities under correctional supervision