

2023 NACE EVOLVE CONFERENCE



NACE National Association
for Catering & Events



NACE ESSENTIALS



Tom Kokinakos
Chapter Leader Council,
2023



Inspired Catering &
Events

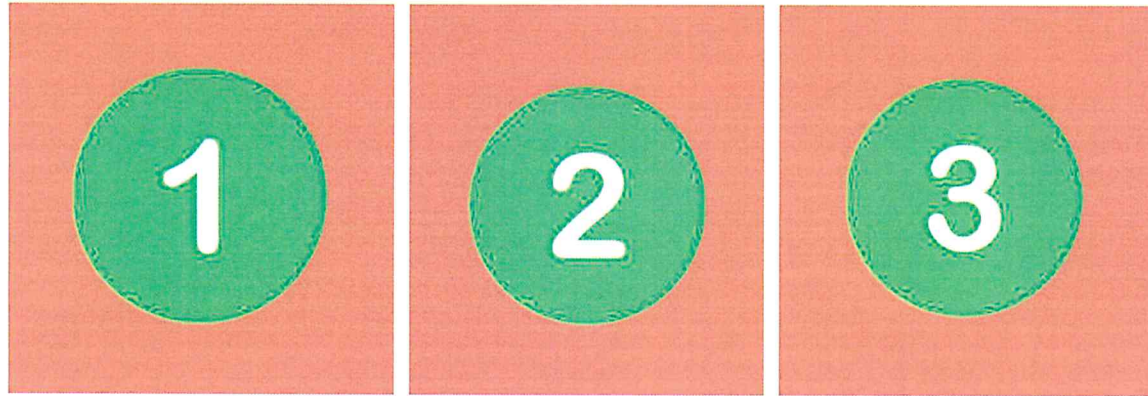


Director of Catering &
Events



Greater Chicago Chapter

LEARNING OBJECTIVES



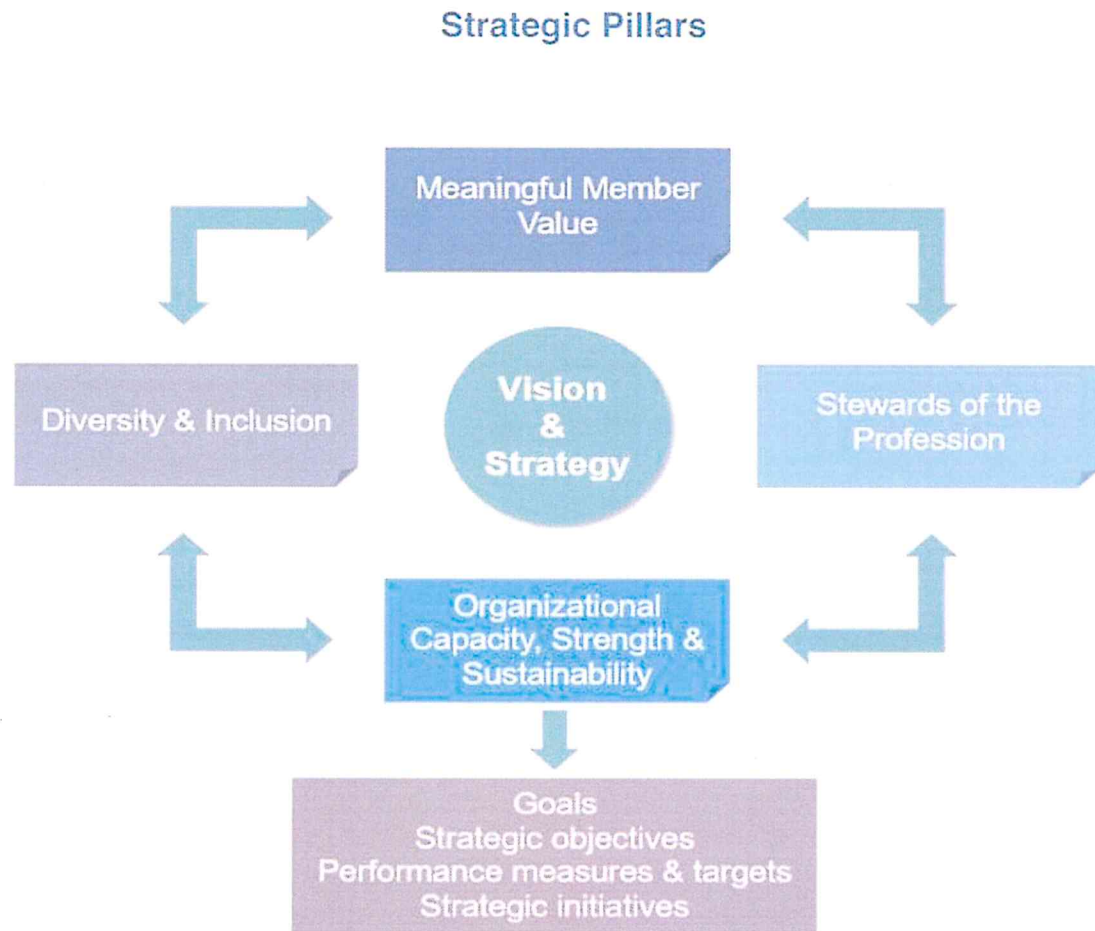
DURING THIS SESSION, ATTENDEES WILL LEARN TO:

**High Level overview of
NACE structure,
leadership, & chapter
management**

**Crash course of
running a NACE
chapter**

**Detailed chapter
management will be
covered in breakout
sessions**

Strategic Plan



NACE STRUCTURE

- NACE Staff
- NACE Volunteer Leadership
- Chapter Leader Council Volunteers
- Foundation of NACE vs NACE National

NACE STAFF



ANNE HARPER, CAE

Programs & Operations Director

Ext 240

I oversee NACE's education and certification programs including the CPCE program and the Experience Conference. In addition, I also provide support for the operations of the organization including human resources, technology, accounting, and administration.



LAWRENCE LEONARD, CAE, CMP

Executive Director

Ext. 231

I oversee the association's operations in addition to managing the national headquarters team, governance, strategy, and long-term planning of the association. I am the primary liaison with the Board of Directors and manage the NACE Foundation.

NACE STAFF



CHARMAYNE BRANCH

Marketing and Communications Manager

Ext 225

I oversee NACE's marketing, communications, and external outreach efforts. I also collaborate with industry experts to create and curate relevant written, visual, and video content.



SYLVIA BUELL

Operations Coordinator

Ext 222

I am the first point of contact for customer service including membership applications and renewals and provide administrative support to NACE programs and operations.



LAUREN HUSEIN

Program Manager

Ext 229

I lead NACE's content strategy and creation as I help NACE continue to build our vibrant community through online networking, engagement and collaboration. In addition, I work with the Foundation of NACE to provide support for education and other philanthropic activities.



CRYSTAL IRWIN

Program Coordinator

Ext 226

Also known as the "CPCE Concierge," I support NACE's education and certification programs including the Certified Professional in Catering and Events (CPCE) designation, CPCE Fast Track, and NACE online education courses. I also support education and registration for the NACE Experience Conference.

FOUNDATION OF NACE

About the Foundation of NACE

The mission of the Foundation of NACE is to support the catering and events industry through education and investments that support NACE chapters. We do this through **innovative**, **transformative** programs that **elevate** our collective community. Incorporated in 1985, the Foundation is a 501(c)3 charitable organization.

FOUNDATION OF NACE

What We Do

Education

The Foundation's new [Signature Speaker Series](#) provides education to NACE members through a variety of delivery forms to benefit members and chapters across the country. The program helps chapters offer high-quality education through a vetted list of speakers and specially negotiated rates. Chapters also receive a rebate for booking speakers through the program.

Community Education Grants

The Foundation supports the NACE community through grant-based investments in our vital chapter network. Our [Community Education Grants](#) help chapters provide high-quality education programs at the local level.

Chapter Grant/Loan Program

Launched in response to the Covid-19 pandemic, the [Chapter Grant/Loan Program](#) provides funding to NACE Chapters to use toward education programming, program development, membership development or general operations. 50% of the financial support is in the form of a forgivable grant, with the remaining 50% treated as an interest-free loan repaid to the Foundation through annual chapter giving.

Scholarships

The Foundation provides support for current and future professionals through merit-based [education scholarships](#). Starting in 2019 our scholarships are elevated through a mentorship program that pairs scholarship winners with recognized leaders in their communities. Our vision is to build both knowledge and connections that will have a long-lasting impact on the careers of each scholar for years to come.

Your donation to the Foundation goes to support these efforts that benefit our entire community. Learn more about the donor benefits [here](#).

Chapter Requirements

NACE Chapter Requirements

To maintain NACE active chapter status, chapters must comply with the provisions of the NACE Chapter Charter.

- Hold at least **8 education meetings** each year, providing a summary report of the program to National in the quarterly reporting requirement
- Hold at least **10 Board of Directors meeting** each year – record and distribute minutes. Include minutes in National Reporting
- Conduct **chapter board elections** in accordance with your chapter bylaws and report results no later than January 1st or within 30 days of the election
- Send **appropriate number of delegates to Experience to vote** on NACE National elections and other matters

Chapter Governance - Board Management

Board Installation to include:

- Transition Plan (SEE HANDOUT)
- Signed Confidentiality & Conflict Form (SEE TEMPLATE)
- Signed Job Descriptions (SEE TEMPLATE)
- By-Law Review
- Policy & Procedure Review

Chapter Governance - Bylaws & Procedures

- Read & review annually
- Bylaws overhauled in last 5 years
- Change policies & job descriptions, not bylaws
- Policies & Procedures - write it down

*additional information in Secretary training

Chapter Governance - Bylaws & Procedures

When Bylaws Should be Updated:

- Adding or eliminating board positions
- Changing term length or max years served
- Updating dates for elections
- Changing due dates for budget or annual meeting
- Keep updated copy with National

Chapter Governance - Reports & Financials

Chapter Reports:

- Charter Watch - due twice a year
- Chapter Report - due quarterly (SEE DUE DATE & REPORTING CHECKLIST)

Financials:

- Annual Budget - Create annually, review quarterly
- Taxes - 990N Form due to IRS on May 15th

*additional information in Treasurer Breakout

Chapter Governance - Reports & Financials

- **Complete charter watch and quarterly reporting**
 - Quarterly Reporting - <https://form.jotform.com/nacenational/chapter-quarterly-reporting>
 - Quarterly Reporting – AK/HI - <https://form.jotform.com/nacenational/chapter-Qreporting-HI-AK>
 - Charter Watch Reporting – January – June - <https://form.jotform.com/nacenational/charterwatch-part-one>
 - Charter Watch Reporting – July – December - <https://form.jotform.com/nacenational/charterwatchpart2>
- Include Board minutes of each meeting with your quarterly reporting
- Include each month's appropriate bank statements with your quarterly reporting

Chapter Governance - Reports & Financials

- [Complete IRS 990 report by May 15th](#) of each year for the previous calendar year and send a copy of the filing confirmation to the National office

Your chapter has a tax ID number – this is your chapter's identification number. This number should be on your bank accounts and is necessary to file your chapter's 990 report

Your Chapter Leaders are protected by Directors and Officers Liability Insurance. NACE National pays the premium for this policy. If your chapter did not opt in and you want to be part of this program or have any questions, please email chapters@nace.net.

Your chapter is a 501(c)(6) organization. A 501 C (6) organization is tax speak for a business association such as a chamber of commerce. Although organized to promote business, they don't generate a profit and don't pay shares or dividends. That qualifies them as non-profit organizations, exempt from paying income tax. If you would like more information on how various 501(c) organizations differ, please contact chapters@nace.net

Chapter Governance - Board Meetings

- Agenda should be created in advance for all board meetings (SEE TEMPLATE)
- Secretary or designated board member to take minutes at each board meeting (SEE TEMPLATE)
- Robert's Rules of Order
- Stay focused, avoid committee work, be prepared

Chapter Governance - Annual Meeting

- Annual Meetings are required for each chapter
- Check Bylaws for dates/requirements
- Can be done with elections or board installments
- Review Chapter Finances
- Goals/Accomplishments
- Chapter Vision
- National Strategic Plan/News
- Annual Meeting Agenda (See TEMPLATE)

Chapter Governance - Elections

Chapter Elections

- Refer to your chapter Bylaws
- Election Policies & Procedures (Timeline)
- No contest elections

National Elections

- Delegates
- Delegate Proxy Votes
- Meet the Candidates/Q&A/Town Hall

Chapter Governance - Board Structure

- Determined by Bylaws
- Use Waiver Form as needed
- Have term limits & limits for total years served
- Add gap years as needed
- Board Structure
 - Revisit every 5 - 10 years
 - Consider term lengths & positions
 - Job Descriptions can be rewritten more frequently
 - Bylaws will need to be amended

Chapter Governance - Board Structure

Executive Board (President, Vice President, Secretary, Treasurer)

- Voted on by members
- Full voting rights
- Executive session
- Line of succession varies by chapter

Board of Directors

- May be voted or appointed
- Reports to Executive Board
-

Chapter Governance - Job Descriptions

- Review & update more frequently
- Don't get into Policies & Procedures
- Specify the “what” not the “how” of responsibilities
- Include who reports to whom
- Write by position, not by person
 - EX: Marketing policy - newsletter sent out on the 1st

Chapter Governance - Job Descriptions

Chapter Leader Job Descriptions

President

- Presides at meetings
- Prepares board meeting agendas
- Appoints committee/task forces
- 'Controls the room' – gets members to engage, manages conflict, etc.
- Acts as chapter spokesperson
- Contracts on behalf of chapter
- Delivers a President's annual report at the annual meeting
- Assists the Immediate Past President in overseeing preparation of national award submissions
- Attends Evolve and Experience CLC meetings at national conferences
- Arranges and chairs Annual Board of Directors' retreat
- Other chapter specific duties

Secretary – can be combined with Treasurer

- Manages chapter communications and marketing
- Records and distributes minutes from any official chapter board meeting, including the annual meeting of the membership
- Serves as chapter historian
- Gives notice of chapter annual meeting
- Responsible for NACE reporting
 - Board minutes uploaded to chapter Dropbox
 - Completes chapter reporting quarterly
- Other chapter specific duties

Treasurer – can be combined with Secretary

NACE ESSENTIALS - Questions?

