



## About NCME and our Board of Directors

### Mission

The National Council on Measurement in Education (NCME) is a community of measurement scientists and practitioners who work together to advance theory and applications of educational measurement to benefit society.

### Our Goals

1. Advance the science and scholarship of educational measurement.
2. Promote knowledge, understanding, and implementation of best practices in educational measurement.
3. Increase and Strengthen NCME's partnerships to improve assessment policy and practice.
4. Create and maintain a vibrant, diverse, and inclusive community of measurement practitioners and researchers.
5. Provide members with a strong professional identity and intellectual home.

### 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 and SIGIMIE (Special Interest Groups in Measurement in Education). Board Liaisons are assigned by the President at the beginning of their term. Serving as Board Liaison includes touching base with Committee/SIGIMIE Chairs regularly, offering assistance as needed, and communicating 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.
- 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 Executive Director and the Budget & Finance Committee.
- Prepare for Board meetings by reading materials and keeping up to date on Board emails and announcements.
- Attend and actively participate in Board meetings, which occur both in-person and virtually (tentative schedule below).

- Be courteous and professional in discussions, and respect opposing views. Bring concerns to the President as needed.
- View all NCME Board discussions and decisions through the lens of the organization's mission, and goals. Determine what is best for NCME as a whole.

### **Board Meetings and Travel**

Traditionally the NCME Board meets five times a year, on or about the following dates and times:

1. Second Friday in May. 3-hour virtual meeting.
2. Third Friday in July. Full day in-person meeting preceded by a working dinner on Thursday evening. Location selected by the President.
3. First Friday in October (location selected by the President), or in conjunction with a fall NCME conference if applicable. Full day meeting with dinner the night before or after.
4. Third Wednesday in January. Full day virtual meeting.
5. Annual Meeting Day 0 (i.e., training day). In person 3-hour meeting at the conference site.

The President may call other meetings as needed, which are usually held via teleconference.

- With the exception of the Annual Meeting, NCME Board members are reimbursed for travel costs related to Board meetings.
- Board members submit travel expense forms and receipts after meetings.
- In most cases, NCME headquarters will secure hotel arrangements and arrange for all room fees and taxes to be charged to an NCME master account.

### **Board Resources**

- NCME maintains a Board community 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 on policies and procedures are available to all members.
- An orientation for new Board Members 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 and officers 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, improper financial oversight, or improper use of grant funds or donor contributions; and
  - Employment practices liability – claims resulting from employment-related activities.