



**JOB DESCRIPTION:**

**STATE REPRESENTATIVE**

A State Representative must be duly elected to office by the active membership of the IECA Northeast Chapter (“NEC”) from that state, for a three-year term on the rotating basis per NEC bylaws. A State Representative must be a current member in good standing of the IECA and the NEC. There is no term limitation provided the above stated criteria are met.

The primary function of this position is to closely interact with the NEC President and other NEC Board of Directors (“Board”) members on all duties assigned by the President.

A person serving in this position should have an in-depth knowledge of the NEC’s mission and very good communication skills as a representative of the NEC.

**DUTIES AND RESPONSIBILITIES** *include but are not limited to:*

- o Serves on or chairs any and all NEC committees as deemed appropriate by the President.
- o Participates as a voting member of the NEC Board at all meetings on all Chapter resolutions.
- o Attendance at 50% (minimum) of the meetings is required; the President may waive this requirement if the situation warrants.
- o Represents the NEC at conferences, workshops and expositions either at the request of the President or within the incumbent’s immediate region.
- o Upholds the NEC’s Bylaws.
- o Assumes and professionally completes any and all tasks assigned by the President.
- o Exhibits a professional, unbiased attitude when representing the NEC.