

STANDARD OPERATING PROCEDURES

NCSSSA

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INTRODUCTION

"I warn you now that it will require a considerable amount of patience to cope with the federal red tape and procrastination."

(July, 1951, correspondence between state Social Security Administrators)

"...it is essential that the administrators...have a medium for the consideration of common problems and the exchange of ideas and information. As an instrument therefore, the Conference of State Social Security Administrators is herewith created."

(excerpt from Section 1 of the constitution of the NCSSSA, adopted in November 1952)

Some things haven't changed all that much over the years. Patience is still the main ingredient in dealing successfully with the federal government. The ever changing and complex Social Security and employment tax regulations require constant monitoring and interpretation. And, the National Conference of State Social Security Administrators has provided--for over 50 years--an effective network of communication for federal, state and local governments concerning Social Security coverage and federal employment tax policy.

Government employees were excluded from coverage under the original Social Security Act of 1935 because of constitutional questions regarding the authority of the federal government to impose a tax on state and local governments. Amendments to the Social Security Act in 1950 included a provision enabling a state to exercise the option of providing coverage for state and local employees. Even then, only public employees without a retirement system were eligible for coverage.

The 1950 provision (Section 218) required the state to designate an agency authorized to act on its behalf under a voluntary agreement between the state and the federal government. The state had to obligate itself to underwrite and guarantee not only all employer and employee contributions of state personnel, but also all contributions due from its political subdivisions covered under the agreement.

By the end of the 1951, 30 states had executed Section 218 Agreements with the federal government. The responsibility for administering the Social Security program varied. In some states the responsibility rested with the administrator of a state retirement system, in others it became a duty of a public welfare department and in still other states it was vested in a newly established, separate agency.

State Administrators began to operate in an area where no precedent existed and quickly became apparent that a forum was needed where the administrators could address the many problems and questions posed by the new program. The first forum between state Social Security administrators and federal officials was held in January 1952 at Bloomington, IN. Thus, the NCSSSA was established to provide a unified state perspective at the federal level, to provide an on-going medium for problem solving and to maintain an open forum for the development of new policy.

The immediate concerns of NCSSSA members dealt with such routine matters as administrative problems and payment processing. The conference also began addressing the scope of Social Security coverage and, at its 1953 meeting at Chicago, a resolution was adopted urging the expansion of Social Security to include public employees under a retirement system. Within a year, this proposal was included in amendments to the Social Security Act and approved by Congress.

Many Social Security coverage provisions have been adopted that are unique to the state and local governments and there are frequent "special" provisions that apply on a state-by-state basis. The Social Security Act is one of the most complex of the federal statutes and the line separating public employers' Social Security contributions from other employment taxes has become more obscure during the last five years. The degree of obfuscation increased dramatically in 1990 with the implementation of mandatory Social Security and Medicare coverage for state and local employees who are not participating members of a qualified retirement system.

A key to the success of NCSSSA members is the conference's active participation with the Social Security Administration and the Internal Revenue Service. NCSSSA leadership works directly with the SSA and IRS policy makers before new employment tax regulations become final. The NCSSSA hosts national workshops periodically and annual meetings where SSA and IRS officials address the concerns of state and local government representatives in a face-to-face format. NCSSSA officials represent public sector employers on various SSA and IRS committees and work groups.

The NCSSSA is also active in the halls of Congress, supplying comments and suggestions on proposed Social Security coverage and employment tax legislation. Its officers regularly provide testimony before the House Ways and Means and Senate Finance Committees.

The NCSSSA has established itself over the years as a leader in influencing Social Security policy and since the passage of the Omnibus Budget Reconciliation Act of 1986, in employment tax policy in general. NCSSSA members now oversee Section 218 Agreements with more than 70,000 state and local government employers in all 50 states, Puerto Rico and the Virgin Islands.

The NCSSSA provides sound leadership to state and local governments through the accurate interpretation of federal regulations, communication of federal tax policy and resolving problems arising at the state and local level.

PRESIDENT

PURPOSE: Promote the goals of the NCSSSA Conference through leadership and direction of Conference matters. Promote the NCSSSA goals via direct communication between the Conference and Federal Agencies. Serve as a resource for new Administrators and conduit for communication between State Administrators and the Federal government.

RESPONSIBILITIES:

CONFERENCE YEAR

1. Lead the Executive Committee and NCSSSA membership in achieving Conference goals and objectives. Pursue action that benefits the Conference as a whole. Dedicate both the time and effort necessary to service the NCSSSA membership.
2. Manage and oversee the general operations of the Conference including, but not limited to: policy, procedures, fiscal or other matters of importance to the Conference. Authorize and approve all NCSSSA expenditures.
3. Preside at all meetings of the Conference that are held for the purpose of furthering Conference goals. Promote and maintain close affiliations with the NCSSSA membership, Federal agencies and other professional or governmental organizations. Cultivate these relationships and be aware of changes (programmatic or administrative) which affect the conference.
4. Designate, except where committee membership is dictated by the elective vote of the conference, appointments to various Standing and Ad Hoc conference committees. Committee assignments shall result in each region having fair and adequate representation. The President may survey each State Administrator to determine committee preference by that Administrator and shall notify each Administrator of their committee appointment. See Sample 1 and 2.
5. Maintain direct and open communication with the Executive Committee and Committee Chairpersons and individual NCSSSA members. Request periodic reports from Committee Chairpersons, evaluate progress and provide further direction. Provide, at least on a quarterly, basis -- via a newsletter, memoranda, etc. -- any update of Conference activities, significant items stemming from IRS or SSA, etc.
6. Assist in the preparation of testimony and, if necessary, testify along with any other designated NCSSSA member, before Congress or appropriate state or federal bodies. Provide technical expertise or assistance in securing expertise regarding Section 218 coverage, Employment Tax regulations and other Federal/State regulations, policies and procedures.

7. Attend all regional meetings of the Conference involving NCSSSA members. The President or designee shall be available to provide guidance or facilitate. Require Regional Vice President's sponsoring these meetings to submit the minutes of the meetings, to the President and Secretary. The minutes shall be provided within 30 days and in the manner prescribed by the Secretary.
8. Reconcile and resolve any Conference issues or problems that threaten the benefits to the Conference as a whole. Pursue professional resolutions drawing upon the resources of the Conference.
9. Appoint the Program Committee Chairperson (typically the First Vice-President is assigned). Provide general direction regarding the Annual Conference and expenditure ceilings. The President shall provide both technical guidance and quality assurance in monitoring and approving the Annual Conference program and related products (Program Booklet, Conference Announcement, etc.).
10. Serve as the Chairperson of the Executive Committee for the term of office. Note: Past Presidents of NCSSSA may be re-elected to serve as President upon consent of that person, and a majority approval vote by the Annual Conference NCSSSA members.

ANNUAL CONFERENCE

11. Preside and conduct, as identified in the Conference Program, over all Executive Committee, General Conference, Business Session and special meetings.
12. Lobby, with Federal officials, any issue or preferred course of action that benefits the Conference as a whole. Report the substance of any agreements reached to the NCSSSA members.
13. Extend, as requested by the Program Chairperson, welcome and assistance to any new NCSSSA members, guest speakers, Federal officials or other Conference attendees.
14. Review and approve any unforeseen expenditure that may arise during the Conference. All such expenditures shall be discussed with the Program Chairperson prior to approval.
15. Facilitate a smooth transition between the outgoing President and incoming President. Attend and actively participate in the Post Conference, Executive Planning Session. Ensure that all pertinent conference materials are provided to the incoming President. Brief and review the President's duties and act as a technical resource. Briefing shall include a detailed recap of any outstanding Conference issues, fiscal condition, etc.
16. Prepare and submit, within 30 days from the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

SAMPLE 1

Dear Member:

NCSSSA's SUCCESS and EXCELLENCE stem from the direct involvement of its membership. The Executive Committee encourages you to serve on the committees identified below. Please complete this survey and provide it to your Regional Vice-President.

20_____

COMMITTEE ASSIGNMENT SURVEY

Name _____ State _____

I am interested in serving on the following committees:

<u>STANDING</u>		<u>AD HOC</u>	
Auditing	_____	Arrangements	_____
Constitution and Bylaws	_____	Communications	_____
Hospitality	_____	Membership	_____
Legislative	_____	Training	_____
Nominating	_____	Time and Place	_____
Program	_____	Other: _____	
Research and Information	_____	_____	
Resolution	_____	_____	

SAMPLE 2

DATE: _____

TO: NCSSSA Members

FROM: NCSSSA President

RE: 20__ - 20__ Committee Assignments

Attached is a listing of both standing and Ad Hoc Committee assignments for the 20__ - 20__ Conference Year. Please notify me by October 1st if there are additional committees on which you wish to serve.

Committee Chairpersons are requested to establish committee goals (if goals have not already been established) and submit these goals to me by September 15, 20__. Each Chairperson shall provide a brief report detailing their Committee activities throughout the Conference year. The reports are due at the end of October, December, March and June.

I look forward to the success of each committee in the upcoming year.

FIRST VICE-PRESIDENT

PURPOSE: Serve as a technical advisor to the President and NCSSSA members. Assist the President in Conference matters and achieve specific goals as required by the President. Serve, if appointed, as Chairperson of the Program Committee and manage these activities of the Annual Conference. Maintain the integrity and purpose of the Conference through professional relationships with NCSSSA members, federal officials and other organizations.

RESPONSIBILITIES:

CONFERENCE YEAR

1. Assist the President in administering Conference matters including providing technical assistance regarding Section 218 Agreements and employment tax matters to State Administrators, procedural and policy assistance to the Executive Committee and Committee Chairpersons and handling any assignments as delegated by the President.
2. Provide leadership in achieving objectives that benefit the Conference as a whole. Dedicate both the time and effort necessary to serve the NCSSSA membership and properly perform the duties assigned.
3. Perform Executive Committee duties including raising procedural, policy, fiscal or other matters of importance to the Conference. Assist in the active resolution of problems or issues before the Executive Committee and assist in planning future organizational goals and objectives.
4. Serve as a liaison between the Conference and key Federal officials. Maintain open and direct communication with NCSSSA members, Executive Committee, Committee Chairpersons regarding these liaison efforts.
5. Serve as the President's designated representative in matters involving the Conference as requested by the President. Draft reports or other products regarding these matters and consistent with the prescribed standards of the Secretary.
6. Assist in the preparation of testimony and, if necessary, testify along with any other designated NCSSSA member, before Congress or appropriate State or Federal bodies.
7. Fill the vacancy of Office of the President, in the event that the President is unable to complete his/her term in office. The vacancy shall be filled according to Section 5(a) of the NCSSSA Constitution.
8. Attend Spring Meetings with the President in Baltimore and Washington.

ANNUAL CONFERENCE

9. Plan, organize, direct and otherwise manage all activities supporting or required by the Annual Conference, if appointed as Chairperson, Program Committee. Please refer to Program Committee for Annual Conference duties and responsibilities.
10. Facilitate a smooth transition between the outgoing Vice-President and incoming President. Attend and actively participate in the Post Conference Executive Committee Planning Session. Insure that all pertinent Conference materials are provided to the incoming Vice-President. Brief and review the Vice-President duties with the incoming Vice-President and act as a technical resource. Briefing shall include a detailed recap of the roles and responsibilities of the Program Committee Chairperson.
11. Prepare and submit, within 30 days from the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

VICE-PRESIDENT DESIGNATE

PURPOSE: This position serves as a training officer for future leadership as Vice-President and President. This position will serve as an Assistant to the Vice-President and will serve on the Program Committee. Maintain the integrity and purpose of the Conference through professional relationships with NCSSSA members, federal officials and other organizations. (Note: The Vice President - Designate would optimally come from the pool of Regional Vice Presidents).

RESPONSIBILITIES:

1. Provide leadership in achieving objectives that benefit the Conference as a whole. Dedicate both the time and effort necessary to serve the NCSSSA membership and properly perform the duties assigned.
2. Perform Executive Committee duties including raising procedural, policy, fiscal or other matters of importance to the Conference. Assist in the active resolution of problems or issues before the Executive Committee and assist in planning future organizational goals and objectives.
3. Attend Spring Meetings with the President, First Vice President, and Past President in Baltimore and Washington.

SECRETARY

PURPOSE: Record, publish and disseminate all official Conference proceedings, minutes, resolutions and business matters. Act, as a member of the Executive Committee, in raising procedural, policy, fiscal or other matters of importance to the Conference.

RESPONSIBILITIES:

CONFERENCE YEAR

1. Record, prepare and disseminate to the newly installed Executive Committee, minutes of the Post Conference Executive Session. Minutes must be submitted to the new President within 10 working days from the Post Conference, Executive Session. **(Sample 1)**
2. Prepare and distribute Conference business packets to the Outgoing President, President, First Vice President, Vice President Designate, Treasurer and all Regional Vice Presidents. Packets will contain official NCSSSA stationary and envelopes. Distribution shall occur ten working days after the Conference. Note: It is always the outgoing Secretary's responsibility to distribute these materials.
3. Record, prepare and distribute Minutes of any Executive Committee Session held prior to the Annual Conference. Distribution shall be processed via the manner prescribed by the President.
4. Record, prepare and disseminate a summary of the Conference Proceedings to Executive Committee members. The Conference Proceeding represents a complete record (including Conference Minutes) of NCSSSA activities for the past year. Distribution shall occur within 90 days after the end of the Annual Conference each year via the manner prescribed by the President, NCSSSA.
5. Secure prior authorization for reproduction, mailing and related items.
6. Supply other documents to SSA for their History files. SSA has foldered and filed all NCSSSA materials at their online inventory site. It is in Lateral Files Collection and can be seen at Drawer#3 <http://www.ssa.gov/history/archives/lateral.htm>.
7. Submit a detailed accounting (receipts) of all expenses incurred to both, the NCSSSA President and Treasurer.

ANNUAL CONFERENCE

8. Survey, compile and distribute updated State Roster to the Executive Committee. State Roster data includes: Name(s), mailing address, phone number and fax

number for each State Social Security Administrators' office and NCSSSA member, if not associated with a State's Social Security function. Survey shall be released by October 1st with the updated Contact Roster released by December 1st. (**Sample 2**)

9. Transmit, in accordance with the NCSSSA by-laws, all written, proposed organizational, functional or legislative resolutions to each State Administrator. Resolutions must be distributed not less than 30 days prior to the Annual Conference via the manner prescribed by the President.
10. Prepare and present the Secretary's Report at the Annual Conference highlighting the above activities. The written report must be prepared consistent with the Secretary's prescribed requirements. (**Sample 3**)

POST CONFERENCE

11. Facilitate a smooth transition between an outgoing and incoming Secretary. The outgoing Secretary shall provide all prior records, notes and materials to the new Secretary within 30 days after the Conference. Provide technical advice, as needed, to the new Secretary.
12. Prepare and submit, within 30 days after the Annual Conference, any proposed changes to the above, to the incoming Research and Information Committee Chairperson.

President, NCSSSA

EXECUTIVE SESSION MINUTES

Meeting Date: _____ Time: _____ Location: _____

Attendees: _____

Minutes: _____

Submitted by: _____ Date: _____

SAMPLE 2

Dear State Administrator:

The National Conference of State Social Security Administrators is updating its records. Please complete the following information and return this document by November 30th to the address noted below. Your assistance will enable us to relay Social Security and Employment Tax information to your office.

State Administrators'

Name: _____

Mailing Address: _____

Business Phone Number: (____) ____ - ____

Fax Number: (____) ____ - ____

E-Mail Address _____

Alternative Contact:

Name: _____

Mailing Address: _____

Business Phone Number: (____) ____ - ____

Fax Number: (____) ____ - ____

E-Mail Address _____

Conference materials should be directed to:

Administrator ____ or Alternative Contact ____

Please return this survey to:

Secretary, NCSSSA

Sincerely,

Secretary, NCSSSA

SAMPLE 3

DATE: _____

TO: _____, Chairperson

FROM: Secretary, NCSSSA

SUBJECT: 20____ COMMITTEE REPORT

Committee Chairpersons are required to submit their Annual Committee report prior to the Annual Conference presentation. The report must be typed and prepared as follows:

1. Heading (subject) should state the Conference year and official committee name or Presentation topic as listed in the Conference Program.
2. The report must be typed, using NCSSSA letterhead. One-inch side margins are required for binding purposes.
3. Provide one-inch spacing at the bottom of each page. Do not number your pages -- the Secretary will assign numbers.

If unable to supply your report prior to the conference, please notify the Secretary. Provide your original report to the Secretary immediately after your presentation. Your cooperation will permit an early printing of the Conference Proceedings.

TREASURER

PURPOSE: Receive, deposit, disburse, record, and report all financial actions resulting from NCSSSA business activities. Act as the NCSSSA Executive Committee's financial technical resource in planning, organizing and maintaining Conference matters.

RESPONSIBILITIES:

CONFERENCE YEAR

1. Upon taking office, the Treasurer shall establish and maintain a NCSSSA bank account. No transaction should be made without the prior approval of the President or his/her designee. Approval must be documented in the Treasurer's records. .
2. The Treasurer shall likewise establish, within 30 days after the Annual Conference, a financial ledger consistent with standard record keeping practices. Update and maintain ledger entries on a cash basis.
3. Issue payments for NCSSSA expenditures as approved and authorized by the President or designee. Maintain receipts for all expenditures.
4. Prepare and release, by January 15 each year, the Annual Dues billing notice to all states and associated dues paying members (if any). The billing notice shall be prepared as shown in **Sample 1**. Dues are payable, no later than March 31st, each year.
5. Mail, by April 15th each year, a "second notice" to any state or dues paying member who fails to remit the Annual fee. Report final collection activities to the Conference President by June 15th.

ANNUAL CONFERENCE

6. Assist the Program Committee Chairperson in Conference pre-site activities (site negotiations, site deposits, etc.). Expenses incurred shall be paid by NCSSSA.
7. Plan, organize and direct all registration activities for the Annual Conference including but not limited to the following:
 - A. Prepare participant registration forms (**SAMPLE 2**) for State Administrators, IRS and SSA attendees, and the Guest Registration form (**SAMPLE 3**).
 - B. Collect and deposit in the NCSSSA account all Conference fee payments
 - C. Secure and prepare Conference registration materials including attendee name badges/pin holders, registration roster and in conjunction with Program Committee Chairperson, the registration gift package.
 - D. Establish registration times and locale and provide this information to the Program Committee Chairperson. Arrange for coverage of the registration site during the registration periods.

- E. Prepare and provide to the Conference President prior to the opening Conference sessions, a listing of Past Presidents, new Administrators, IRS and SSA officials, retirees and special guests attending the Conference. (**Sample 4**)
 - F. Assist the President and First Vice President in coordinating other activities as requested or wherein financial matters must be processed (i.e., social events, hotel items, etc.). Secure cash advances, as authorized by the President or designee, to permit pre-Conference or post Conference purchases/payables.
 - G. Purchase, as requested and authorized by the President or designee, gift items for the outgoing Executive Committee Members and Host State Administrator. The nature and cost of the gifts shall be consistent with NCSSSA budgetary allocations and pursuant to agreement by the President, First Vice President and Treasurer.
8. Prepare and present, at the Annual Conference, the Annual Treasurer's Report. The report shall be prepared consistent with the Secretary's prescribed format and shall contain an summarized listing of deposits and disbursements. The report shall be made available to all NCSSSA members and Audit Committee. The Treasurer shall provide the Audit Committee with the prior year's financial ledger and detailed records.

POST CONFERENCE

- 9. Prepare and submit, within 30 days after the Annual Conference, any proposed changes to the Treasurers section of the Standard Operating Procedures to the incoming President.
- 10. Prepare and submit to the Executive Committee within 30 days after the Annual Conference an Expenditure Recap (**SAMPLE 5**) of the Conference expenditures.
- 11. Prepare and provide, to the incoming President within 45 days after the Annual Conference, the NCSSSA prior year financial statements.
- 12. Prepare and submit, as requested by the President, periodic reports concerning NCSSSA finances.
- 13. By October 31st of each year, prepare and file Form 990 or Form 990EZ with the IRS.
- 14. Obtain Form W9s from all vendors and prepare and issue any applicable 1099s to vendors used in the prior calendar year.
- 15. Facilitate a smooth transition between an outgoing Treasurer and incoming Treasurer. The outgoing Treasurer shall insure, by working with the outgoing President, that all Conference accounts for the past Conference year are paid in full. The outgoing Treasurer shall turnover all prior records and materials, along with a Cashier's Check (for the remaining balance in the Conference account) to the new Treasurer within 60 days after the Annual Conference. The outgoing Treasurer shall review the Treasurer's duties with the incoming Treasurer and act as a technical resource.

January 5, 20xx

Dear State Administrator:

The State dues for the National Conference of State Social Security Administrators (NCSSSA) for calendar year 20xx are \$_____. Please consider this letter your annual invoice.

Your state can pay these dues either by check, or Visa, MasterCard, or Discover. If paying by check, please make your check payable to the "National Conference of State Social Security Administrators" or to "NCSSSA" and return with a copy of this letter no later than March 31, 20xx to:

NCSSSA Treasurer

If paying by credit card, please call me with the following information:

Cardholder's Name
Cardholder's Full Billing Address
Card Number
Expiration Date
3-digit Credit Verification Code (on the back of the card)

For your information, the NCSSSA identification number is **FEIN# 23-7413834**. Thank you for your continued support of NCSSSA. I hope to see everyone at the annual conference in ***City, State*** in ***Month***.

Sincerely,

NCSSSA Treasurer

CONFERENCE REGISTRATION FORM

XXth Annual Conference
City, State
Conference Date

State or Organization: _____

Anticipated Arrival Date: _____ Anticipated Departure Date: _____

State Officials: Name Title # Days Attending

Name	Title	# Days Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL Number of State Officials x \$375.00 = \$

Federal Officials: Name Title # Days Attending

Name	Title	# Days Attending
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL Number of Federal Officials x \$375.00 = \$

Late fee of \$25 if paid after June 30

GRAND TOTAL REGISTRATION FEE PAID: \$

Please list any special dietary needs or accommodations:

Conference Registration Fee includes participant materials, admission to all sessions, and all meals/events being provided by the Conference.

If family or other guest are accompanying Conference attendees and would like to participate in any meal or event, please contact the number below for specific costs that can be paid individually.

Fax form to (xxx) xxx-xx and call *Treasurer Name* at (xxx) xxx-xxxx for credit card payment, OR return this form along with a check payable to "NCSSSA" by June 30, 20xx, to:

Treasurer Name, NCSSSA Treasurer
Address
City State ZIP

Continuing Professional Education may be available depending on your certification requirements.

**GUEST OF CONFERENCE PARTICIPANT
MEAL SELECTION FORM
Meals Only –City 20XX**

State or Organization Name of Participant: _____

Guest of: _____

Anticipated Arrival Date: _____ Departure Date: _____

ALL MEALS PLAN :

Name: _____

Name: _____

Total Number of **All Meal Plans** age 3 and older X \$ 360 =

---OR---

SINGLE MEALS PLAN:

Do not fill in this section if the person(s) is/are listed above. Note – Under 3 there is no charge:

Day/Date	Meal (See following page for detailed menu items)	Total Number of Individuals 3 and Older		Meal Cost	Total Number of Individuals 3 & Older x Meal Cost
Sun – Aug 9	Welcome Dinner		X	\$ 60.00	\$
Mon – Aug 10	Breakfast Buffet		X	\$ 40.00	\$
Mon – Aug 10	Lunch		X	\$ 50.00	\$
Mon – Aug 10	Dinner & Admission for -- Monday Evening Activities		X	\$ 100.00	\$
Tues – Aug 11	Breakfast		X	\$ 30.00	\$
Tues – Aug 11	Lunch		X	\$ 50.00	\$
Wed – Aug 12	Breakfast		X	\$ 30.00	\$
Totals					\$

Please note any special dietary needs: _____

GRAND TOTAL NON-PARTICIPANT REGISTRATION FEE PAID--> _____

Call *Treasurer Name* for credit card payment at xxx-xxx-xxxx

OR return this form along with a check payable to NCSSSA to:

Treasurer Name, NCSSSA Treasurer

Address
City State Zip
Guest CONFERENCE REGISTRATION FORM
Meals Only

State or Organization Name: _____

Anticipated Arrival Date: _____ Departure Date: _____

ALL MEALS PLAN (for spouse, guests, and family members):

Name (8 & older)

Name (8 & older)

Name (under 8 – no charge)

Please list any special dietary needs:

Total Number of All Meal Plans age 3 and older X \$ =

Optional Meals-Only Plan (For Registered Conference Spouses and Guests/Family Members over age 8) Do not fill in this section if the person(s) is/are listed above. Note – Under 3 there is no charge:

Day/Date	Meal (See following page for detailed menu items)	Total Under 3 Years Old (No Charge)	Total Number of Individuals 3 and Older		Meal Cost	Total Number of Individuals 8 & Older x Meal Cost
Sun – Date	Dinner			X	\$ 55.00	\$
Mon- Date	Breakfast & Lunch			X	\$ 50.00	\$
	Dinner & Admission to Monday Evening Activities			X	\$ 55.00	\$
Tues-July 29	Breakfast & Lunch			X	\$ 53.00	\$
Totals					\$213.00	\$

GRAND TOTAL **NON-PARTICIPANT** REGISTRATION FEE PAID-->

Return this form along with a check payable to "NCSSSA" to:

NCSSSA Treasurer
Address
City, State, ZIP

SAMPLE 4

NCSSSA
20__ ANNUAL CONFERENCE
ATTENDEE LISTING

NAME	NEW MEMBERS	IRS/SSA	RETIREE	NOTATIONS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
26.				

SAMPLE 5

NCSSSA
EXPENDITURE RECAP

CONFERENCE YEAR
EXPENSE ITEMS

1. Program Booklet
2. Printing (other)
3. Ribbons, Name Tags
4. NCSSSA Pins
5. Postage
6. Shipping
7. Executive Committee Gifts
8. NCSSSA Calendar
9. Conference Gifts
10. Special Gifts/Acknowledgements
11. Travel
 - A. Pre-site
 - i. Transportation
 - ii. Meals/Hotel
 - B. D.C./Conference Lobbying
 - i. Transportation
 - ii. Meals/Hotel
 - C. Other
 - i. Transportation
 - ii. Meals/Hotel
12. Speaker Fees
13. Entertainment
 - A. Transportation
 - B. Activity
 - C. Other
14. Conference Facility
 - A. Welcoming Reception
 - B. Monday Cont. Breakfast
 - C. Past President's Lunch
 - D. Tuesday Full Breakfast
 - E. Tuesday Lunch
 - F. Coffee/break service
 - G. Meeting Rooms
 - H. Hospitality Room
 - I. Other
15. Petty Cash
 - A.
 - B.
 - C.
16. Totals

IMMEDIATE PAST PRESIDENT

PURPOSE: Provide counsel and advice to the current President, Executive Committee, and NCSSSA members concerning Conference matters. Assist in making a smooth transition for newly elected officers in the assumption of their Conference duties.

RESPONSIBILITIES:

1. Assist the President in the administration of Conference matters including providing technical assistance regarding Section 218 Agreements to State Administrators, procedural and policy assistance to the Executive Committee and historical reference regarding Conference relationships with federal officials.
2. Serve as a liaison between the Conference and key Federal Officials. Maintain direct and open communication with these officials as requested by the President. Report progress and developments related to Conference assignments per the prescribed standards set by the Secretary.
3. Serve as President's designee and undertake special assignments involving Conference activities as requested by the President. Draft reports other products as requested.
4. Facilitate a smooth transition between the outgoing President and incoming President. Attend and actively participate in the Post Conference Executive Committee Planning Session. Insure that all pertinent Conference materials are provided to the incoming President. Brief the new, Executive Committee on all pending Conference issues and other relative information needed or requested by the President or Executive Committee members.
5. Prepare and submit, within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

REGIONAL VICE-PRESIDENT

PURPOSE: Represent each region on the Executive Committee in conducting NCSSSA business affairs. Coordinate and act as the primary informational liaison between the Executive Committee and the NCSSSA Members within the Vice President's region.

RESPONSIBILITIES:

1. Provide leadership, to both the Executive Committee and the region represented, in raising procedural, policy, fiscal or other matters of importance to the Conference.
2. Distribute, as requested by Conference officers and designated Chairpersons, any informational reports, newsletters or Conference materials to region members on a timely basis.
3. Assist any regional member in resolving unique problems or issues via contributing professional expertise or drawing upon Conference technical resources.
4. Assist Conference Officers in the execution of their duties when requested. Perform ad-hoc activities (preparing reports, surveying regional members, etc.) as requested by the President or designee.
5. Maintain routine contact with each regional member and conduct Regional Conferences or seminars when appropriate.
6. Conduct regional caucuses during the Annual Conference. Identify potential Host State Administrators, solicit committee interest/participation, formulate regional positions or nominations, policy or procedural issues requiring a Conference vote, etc.
7. Assist the Program Chairperson by performing moderator/speaker duties at the Annual Conference. Extend hospitality and assistance to all newcomers, guests, etc. during the Conference.
8. Submit, within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.
9. Serve on the Membership Committee.

AUDITING COMMITTEE

PURPOSE: Audit NCSSSA records including the Treasurer's Annual Financial Report and recommend prudent fiscal suggestions regarding Conference expenditures

RESPONSIBILITIES:

1. Establish a meeting time and place, prior to the Annual Conference, for the purpose of auditing the NCSSSA records. The Audit Committee, along with the Treasurer, shall perform the audit on the first Conference day.
2. Audit all transactions extending from the date of the previous audit through the current date.
3. Verify all items on Treasurer's Annual Financial report. These items include transfers of funds, bank balances, receipts, disbursements and all supporting documentation. The report and records shall be examined for mathematical accuracy and consistency to budgeted allocations.
4. Sign-off and date (Chairperson or designee), the financial ledger next to the current date's entry.
5. Prepare a report of findings. See Sample 1. The report shall be read by the chairperson or designee at the final business session and should include recommendations that promote prudent NCSSSA fiscal management.
6. Provide 2 copies of the Audit Committee Report to the Conference Secretary per the Secretary's prescribed requirements.
7. Prepare and submit (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

REPORT OF THE AUDITING COMMITTEE

_____ Conference Year

_____ - _____
Date Location

The Auditing Committee met on _____, _____ for the purpose of reviewing the financial records of the National Conference of State Social Security Administrators. The Treasurer's records of receipts and disbursements were found to be accurate and complete. The committee commends _____ for the efforts that simplified the review of the Auditing Committee.

Recommendations: _____

Respectfully submitted,

Chairperson, Audit Committee

CONSTITUTION AND BY-LAW COMMITTEE

PURPOSE: Maintain, revise and distribute the NCSSSA's Constitution and by-laws. Provide expertise to the Executive Committee and members regarding the historical basis for these materials.

RESPONSIBILITIES:

1. Canvass, a minimum of once per Conference year, all NCSSSA members for suggested revisions to the Constitution and by-laws. Draft all proposed changes as well as a brief synopsis outlining the rationale for each change (see Sample 1).
2. Provide a copy of each proposed change and synopsis to the President and Vice-President at least 45 days prior to the Annual Conference (see Sample 2).
3. Prepare and present (Chairperson or designee), a report to the Conference outlining the nature and rationale for each proposed change. The report should also include a committee recommendation of a support, oppose or neutral position. This report shall be prepared per the Secretary's prescribed requirements.
4. Submit all adopted Constitutional or by-law changes, within 30 days after the Annual Conference, to the Research and Information Committee Chairperson for inclusion in the Standard Operating Procedures Manual (see Sample 3).
5. Prepare and submit (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

SAMPLE 1

Dear Member:

Our Committee is conducting its Annual survey regarding suggested revisions to the NCSSSA Constitution and by-laws. Please complete the following survey and return it to the address noted below by January 15, 19__.

1. Proposed Constitution _____ Proposed By-Law ____ Revision

2. Rationale For Proposal: _____

3. I have no proposed revisions to the NCSSSA Constitution or by-laws:

Member's Signature

Date

The Constitution and By-Law Committee thanks you for your assistance in the above matter.

Sincerely,

Chairperson, Constitution and By-Law Committee

SAMPLE 2

First-Vice President

Dear _____:

The following are NCSSSA Constitution and by-law change proposals stemming from our annual, membership survey.

1. Proposed Constitution _____ Proposed By-Law ____ Revision

Rationale For Proposal: _____

Committee Recommendation: Support __ Oppose __ Neutral __

2. Proposed Constitution _____ Proposed By-Law ____ Revision

Rationale For Proposal: _____

Committee Recommendation: Support ___ Oppose ___ Neutral ___

3. Proposed Constitution _____ Proposed By-Law ___ Revision

Rationale For Proposal: _____

Committee Recommendation: Support ___ Oppose ___ Neutral ___

The Committee will present each of the above proposals at the next Annual Conference during the closed, Business Session. Should you have any questions, please contact me at _____.

Sincerely,

Chairperson, Constitution and By-Law Committee

Research & Information Committee Chairperson

Dear _____:

The following Constitution and By Law proposals were adopted at the 20__ Annual Conference. Please insure that these changes are incorporated into the NCSSSA Standard Operating Procedures Manual.

1. Constitution _____ By-Law _____

2. Constitution _____ By-Law _____

3. Constitution _____ By-Law _____

Sincerely,

Chairperson, Constitution and By Laws Committee

HOSPITALITY COMMITTEE

PURPOSE: Extend the hospitality of the NCSSSA to newcomers, guests and conference attendees throughout their conference stay. Establish, stock and responsibly manage the Conference's Hospitality Room.

RESPONSIBILITIES:

1. Secure from the First Vice President, prior to the Conference, any guidelines affecting the set-up and operation of the Hospitality Room. The Hospitality Chairperson shall insure that each committee member fully understands any restrictions placed by hotel management on the Executive Committee.
2. Secure, from the Treasurer, cash advances as authorized by the President's budget. Purchase all necessary refreshments and materials to stock and maintain the Hospitality Room. Provide receipts for all purchases and return funds not spent to the Treasurer by 12(noon) on the last Conference day.
3. Secure from the Treasurer prior to the Conference, a listing of all newcomers, guests, etc. who will attend the Conference. Contact these individuals upon their arrival and extend both a warm welcome and assistance throughout their conference stay.
4. Introduce new attendees, guests, etc. to NCSSSA members in social settings.
5. Manage the Hospitality function responsibly. The facility shall be maintained in a litter-free manner and must be staffed by committee members during open hours. Committee members shall insure that proper decorum is maintained. At least one committee member shall close and secure the Hospitality Room consistent with the Hospitality Room Schedule.
6. Arrange for the disposition of any remaining refreshments or supplies at the conclusion of the Conference. NOTE: Every effort shall be made to prevent over-purchasing. The Hospitality Chairperson, in conjunction with the President, shall determine the appropriate method of disposition.
7. Prepare and present, via the Chairperson or designee, a Hospitality Committee report to the Conference. The report shall be presented at the business session and prepared per the Secretary's prescribed requirements.
8. Prepare and submit (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee Chairperson.

LEGISLATIVE COMMITTEE

PURPOSE: Maintain, assess and disseminate proposed legislative, policy or regulatory changes affecting Social Security and employment tax programs. As needed, testify on behalf of the NCSSSA, before Congress or in Federal forums, representing the NCSSSA "public sector" position.

RESPONSIBILITIES:

1. Review the Congressional Record, Federal Register and other national publications and identify proposals encompassing public sector, NCSSSA program issues. Note: Some Congressional offices will provide free copies of the Federal Register and Congressional Record upon request.
2. Assess these proposals and prepare a brief recap of the proposals including a position of Support, Oppose or Neutral. See Sample 1.
3. Provide a copy of the recap to the NCSSSA President and Chairperson, Research and Information Committee.
4. Establish and maintain a working relationship with the Senate Finance Committee, House Ways and Means Committee and the following national organizations:

Government Finance Officer's Association
National Governor's Conference
National Association of Counties
National Conference of State Legislatures
National League of Cities
State Auditors, Comptrollers and Treasurers

5. Prepare and provide testimony, as directed by the President, NCSSSA, before Congress or Federal bodies. Testimony may require a pre-assessment, via survey or other means of the NCSSSA Membership, to establish statistical and/or factual data. Survey results shall be made available to the NCSSSA Membership upon request.
6. Secure, prior to the actual travel as required by the NCSSSA President, authorization for travel reimbursement. Submit a detailed accounting (receipts) of travel expenses incurred to both, the NCSSSA President and Treasurer.
7. Prepare and present a Committee Report at the Annual Conference, highlighting committee activities. The written report must be prepared consistent with the Secretary's prescribed requirements.
8. Prepare and present (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

SAMPLE 1

President, NCSSSA

Dear _____:

The following proposals are being considered and represent an interest to the NCSSSA.

Proposal: _____

Position: Support _____ Oppose _____ Neutral _____

Recommendation: _____

Proposal: _____

Position: Support _____ Oppose _____ Neutral _____

Recommendation: _____

Proposal: _____

Position: Support _____ Oppose _____ Neutral _____

Recommendation: _____

The Legislative Committee shall monitor these proposals and provide periodic updates as needed.

Sincerely,

Chairperson, Legislative Committee

cc: Chairperson, Research and Information Committee

NOMINATING COMMITTEE

PURPOSE: Assess NCSSSA members' qualifications to hold elected office.
Recommend a slate of nominees via placing their names before the membership at the Annual Conference.

RESPONSIBILITIES:

1. Solicit, via survey from NCSSSA members, candidates for the elective offices of President, First Vice-President, Vice President Designate, Treasurer and Secretary (Treasurer & Secretary have multi year terms). Survey results shall be available to all Nominating Committee members by May 1st. See Sample 1.
2. Assess potential candidates' qualifications using, but not limited to, the following objective criteria.
 - a. Knowledge of NCSSSA's mission, policies, procedures
 - b. Nature and effectiveness in previous NCSSSA assignments
 - c. Contributions to NCSSSA'S growth and participation in conference activities
 - d. Demonstrated ability to act responsibly and effectively in an administrative capacity
 - e. Demonstrated ability to communicate effectively in both written and verbal mediums
 - f. Ability to assume office and perform the assigned duties for the tenure of the office
 - g. Availability to travel if required by Conference responsibilities
 - h. Is an active, dues paying member of NCSSSA
 - i. Possesses work experience that demonstrates leadership skills
3. Consider, as rendered by NCSSSA Members, other objective information that clarifies a candidate's credentials. If the information is subjective or unsubstantiated, the committee shall disregard this information from any and all consideration.
4. Apply, in the consideration process, the principle that "the office should seek the person versus the person seeking the office".

5. Prepare a recommended slate of nominee's 45 days prior to the Annual Conference. The slate shall contain a minimum of one candidate, per office. The slate shall be based on majority vote of committee. See Sample 2.
6. Present the recommended slate to NCSSSA membership at the Annual Conference during the closed business session. The Chairperson or designee shall respond to any questions posed by the NCSSSA membership. Note: The recommended slate is advisory - nominations can be presented by the membership.
7. Prepare and present a full Committee Report at the Annual Conference highlighting committee activities. The written report must be prepared consistent with the Secretary's prescribed requirements.
8. Prepare and provide (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

SAMPLE 1

Dear _____:

The Nominating Committee is conducting its annual, nomination survey. This survey solicits members' input regarding candidates for the elective offices -- President, Vice-President, Treasurer and Secretary. Please complete this survey and return this document by April 1st to the address noted below.

1. PROPOSED NOMINEE(S)

President: _____, _____

Comments: _____

First Vice-President: _____, _____

Comments: _____

Vice-President Designate _____, _____

Comments: _____

Secretary: _____, _____

Comments: _____

Treasurer: _____, _____

Comments: _____

2. CONSIDERATIONS

Please list the five most important factors or characteristics an elected officer should possess.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

3. INTEREST

If nominated for an elected office position, would you be willing to serve?
Yes ____ No ____

4. Please return this survey to:

FAX # () ____ - ____

Sincerely,

Chairperson, Nominating Committee

SAMPLE 2

Dear NCSSSA Members:

The following individuals represent the slate of nominees for the 20__ Conference year.

President: _____

First Vice-President: _____

Vice President Designate _____

Treasurer: _____

Secretary: _____

The above slate will be presented and names placed before the membership at the Annual Conference. Should you have any questions regarding the slate, please contact me.

Sincerely,

Chairperson, Nominating Committee

PROGRAM COMMITTEE

PURPOSE: Plan, organize, direct and manage the Annual Conference.

RESPONSIBILITIES:

CONFERENCE YEAR

1. Confer with the President and set parameters on the upcoming Conference including: Conference Budget, Conference Program, Program Theme and if selected by the Executive Committee via Time and Place Committee recommendations or NCSSSA member vote, location and timeframe.
2. Develop a tentative planning schedule and task list that insures the timely completion of Conference arrangements and tasks. Refer to Sample 1 for Conference Demographics, Sample 2 for general Planning Guide.
3. Work directly with the President, Host State Administrator and the Executive Committee to secure speakers and relevant topics for the Conference. Determine, an appropriate allocation of time for both Closed Business Sessions (internal Conference) and external sessions (IRS, SSA, etc. presentations) which meet the needs of the Conference.
4. Work with Host State Administrator and local businesses to select a Conference facility. Secure information covering lodging, meal and other Conference costs as well as travel and local attraction data. Propose a tentative program and costs to the President; secure approval to begin negotiations.
5. Negotiate preliminary facility contracts including room rates, conference meeting rooms, meals, entertainment, etc. Review all proposals and secure approval from the Executive Committee to enter into final contracts. Provide a copy of all contracts to the President, Secretary, and Treasurer.
6. Conduct, if necessary, pre-site Conference visit with hotel facility. Verify Conference logistics, meeting areas, set-up arrangements, meal planning, etc. Finalize any pending contract items.
7. Draft the Conference Program Schedule, Conference Announcement Letter and Registration Package. Secure approval from the President for each product. Finalize these products and release to NCSSSA members by early April. See Samples 3, 4 and 5.
8. Identify any other Conference supplies needed and insure that supplies are ordered, supply's quality verified and products mailing schedule to Conference site.
9. Confirm that all speakers are committed via written notification. Monitor hotel registration and Conference prepayment registration. Review Conference budget projections with actual receipts. Notify the President of status and need for any fiscal adjustments.

10. Finalize Program Booklet and secure authorization for printing costs. Review Program Booklet template prior to printing -- correct any errors. Upon completion, make arrangements to ship booklets to Conference site.
11. Develop and release any special instructions to Executive Committee, Committee Chairpersons, etc. who will actively moderate sessions or perform conference functions. Instructions should clearly identify the specific role or mission each is to accomplish.

CONFERENCE

12. Coordinate all scheduled activities and resolve any unforeseen problems arising at the Conference. Provide final meal counts to hotel personnel within contract requirements. Insure that program schedule is followed and/or adjustments made to facilitate a smooth Conference.
13. Prepare and present, at the Annual Conference, a Program Committee Report. The report shall be prepared consistent with the Secretary's prescribed format.
14. Work with the Treasurer to closeout any Conference bills. Report any unforeseen expenditure to both the President and Treasurer.
15. Prepare and provide, within 30 days after the Annual Conference, a complete briefing and materials of the Committee's activities to the new, Program Chairperson. Act as a technical resource to facilitate and advise the new Program Chairperson's assumption of duties.
16. Prepare and submit (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the incoming Research and Information Committee Chairperson.

CONFERENCE DEMOGRAPHICS

Each Annual Conference is different and tied to numerous variables. Central to any Conference is maximizing NCSSSA member and Federal representatives' participation. Also central is the fiscal condition of the Conference. The Annual Conference cost should not exceed the approved Conference budget.

The following represent general guidelines to facilitate Conference planning. Again, each Conference is unique and these guidelines should be viewed accordingly.

CONFERENCE DATA

GENERAL

Time:	July - September
Length:	Sunday, Monday, Tuesday, and Wednesday
Daily Schedule:	7:00 am - 5:00 pm; evenings optional
Business Sessions:	Minimum of two; 1st & 4th Days
Meals:	Optional - contingent upon budget
Entertainment:	Optional - contingent upon budget
Blocked Rooms:	20-30 Saturday, 90-100 Sunday; 90-100 Monday, 90-100 Tuesday and 15 Wednesday
Meeting Rooms:	Must accommodate 120, classroom style and have a minimum of one microphone.
Program Booklets:	150 booklets
Hospitality Room:	Optional, subject to negotiations and food/beverage allowances.
Hotel Considerations:	Room rates, complimentary features (meeting rooms, equipment, pre-site visit, Executive Committee upgrades, etc.) free parking, pool, spa or athletic facilities, locale/local attractions, accessibility to transportation, security, meal service, on-site facilities, lock up areas, copying services, etc.).

FACILITY NEGOTIATIONS

Central to all negotiations is maximizing benefits to members while minimizing costs. Depending on the facility, time of year, etc., almost all elements are negotiable! Conversely, the hotel will attempt to extract the maximum profit and benefit.

The Program Chairperson should secure all available data from the hotel or Host State Administrator prior to entering any negotiation. This information should model that used by the Time and Place Committee Bid process. Negotiation is best served by viewing all costs as a total package vs. rooms separately from meals, etc., Hotels prefer to separate these costs and seek to negotiate them by item.

OBJECTIVES

1. Secure room rates that are at or below federal CONUS allowed rates for that time period.
2. Secure complimentary - meeting room, microphone, hospitality suite, pre-site visit - two nights, Executive Committee upgrades, beverage service at breaks, etc.
3. Minimum room deposit.
4. Fixed room rates for two days prior and two days after the Conference (Friday through Thursday).
5. Finalize all Conference materials that are to be mailed 7-14 days prior to Conference date - mail materials to Conference site.
6. Payment of Conference charges via Master Rental Agreement; NCSSSA member room charges paid directly by members.
7. Minimum cancellation policy -- normally 60 days for Conference; 24 hours for individual room cancellations.
8. Receipt of free brochures for mailing to NCSSSA members.
9. Reasonable food allowances wherein final head count must be provided in a reasonable time before the meal.
10. Any other items deemed essential to the Conference.

PROGRAM BOOKLET

The Program Booklet is an essential tool of any Conference. The Program Booklet not only outlines the Conference schedule, but also typically identifies elected officers, committee assignments, constitution, by-laws and member roster/ mailing information. Program motif, design and content are discretionary however; the Program Booklet should be viewed as a tool used throughout the year and as a NCSSSA publication.

The printing of the Program Booklet should be prepared as near as possible to the Conference to allow for last minute changes. However, one should allow sufficient time to order, proof, and print in time for delivery no later than 1 month prior to the Conference. Shipment of Program booklets should be registered and insured against loss. Postage shall be at Conference expense.

Since a preliminary Program agenda is provided NCSSSA members via the Conference Announcement, Program Booklets will be released at the Conference. The Conference Registration desk shall provide a booklet to each registered attendee. Any surplus books shall be mailed to the President or Secretary at the conclusion of the Conference.

HONORARY GIFTS

The Program Chairperson, as has been the custom and is subject to availability of funds, may provide, at the Conferences' expense, a gift item to the outgoing President. Further, gift items for guest speakers or other participants may be appropriate. Based upon fund availability and approval by the President, the Conference shall cover these expenses.

SAMPLE 2

CONFERENCE PLANNING GUIDE
(Based on August Conference)

TASK	MONTH											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. Outgoing Program Chairperson Briefing					X							
2. Theme, Site, Time Selection		X	X									
3. Bid Site Review		X	X									
4. Host State Administrator Contact		X										
5. Preliminary Accommodation Data					X	X						
6. Initial Program Development			X			X						
7. Initial Site Negotiations						X	X					
8. Preliminary Site Contract							X	X				
9. Draft Program Schedule					X	X						
10. Guest Speaker Arrangements			X	X	X	X	X	X				
11. Draft Program Booklet									X			
12. Draft Conference Announcement									X			
13. Draft Conference Registration							X					
14. Presite Visit								X	X			
15. Confirming Speaker Letters									X			
16. Final Conference Announcement										X		
17. Final Registration Package									X			
18. Final Contracts										X		
19. Final Program Booklet												X
20. Program Booklet Printing												X
21. Booklet Mailing												X
22. Order Other Conference Materials											X	X
X												
23. Finalize Meals										X	X	
X												
24. Finalize Entertainment												X
X	X											
25. Monitor Budget				X	X		X	X	X	X	X	X
X	X											
26. Conduct Conference												X
27. Close Out Hotel Expense												X
28. Brief Incoming President												X
29. Brief Incoming Program Chairpersons					X							
X												
30. Release Thank-you Letters		X										

CONFERENCE CALL

TO: All State Social Security Administrators, Other State Officials, Federal Officials, Retirees and Guests

FROM: _____
First Vice-President, NCSSSA

RE: ANNUAL CONFERENCE

I am pleased to invite you to the 2____ National Conference of State Social Security Administrators.

Our conference will be held _____ through _____, 2____ at _____ . This is an important opportunity for state administrators and federal officials to interact and communicate on important issues. The NCSSSA is planning a program covering a variety of topics relevant to both state and federal officials. The Conference is structured to allow active discussion and interchange among attendees and invited guests.

CONFERENCE REGISTRATION FEE:

The conference registration fee is \$_____ for state administrators, federal officials, governmental employer representatives and staff members.

The registration fee for spouses of registered attendees, and other family members and guests (age 8 or older) includes meal options. (See NON-PARTICIPATION REGISTRATION FORM.) A fee of \$_____ per person will enable your registered guests to take all the provided meals at the Conference. Your guests may choose to participate in selected meals on a per meal cost basis. These options are detailed on the non-participant registration form.

The registration fee for retired state administrators and staff members has been waived.

Submit your registration forms and the total registration fees by _____. Make your payment by check payable to the NCSSSA. Attendees must pre-register by completing and returning the enclosed registration form(s), in duplicate, to:

NCSSSA Treasurer
_____ address _____
_____ City, State, Zip _____

If you are unable to remit the registration fee prior to _____, forward your completed registration form(s) no later than the registration deadline. Please

TRANSPORTATION INFORMATION:

Airport: _____ is served by the _____
airport that is approximately ____ miles from _____.

Airport Shuttle: _____

Ground Transportation: (Insert driving directions to Conference
site.) _____

PROGRAM BOOKLETS:

Program booklets will be available at the NCSSSA Registration Desk on
_____. A tentative program schedule is attached. I encourage the
submission of any additional discussion items you may have. Please FAX these items
to me before _____. My FAX # is _____.

On behalf of the Executive Committee, we look forward to your attendance and active
participation.

Vice-President, NCSSSA

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

Date

Site

City

SATURDAY, _____
Date

REGISTRATION
____ pm - ____ pm _____
Location

COMMITTEE MEETINGS
____ pm - ____ pm _____
Location

EXECUTIVE COMMITTEE MEETING
____ pm - ____ pm _____
Location

SUNDAY, _____
Date

REGISTRATION
____ am - ____ pm _____
Location

REGIONAL CAUCUSES
____ pm - ____ pm _____
Location

CLOSED BUSINESS SESSION
____ pm - ____ pm _____
Location

MONDAY, _____
Date

LATE REGISTRATION
____ am - ____ am _____
Location

BREAKFAST
____ am - ____ am _____
Location

CONFERENCE KICK OFF
____ am - ____ am _____
Location

Break

SESSION ONE
____ am - ____ am _____
Location

LUNCH
____ am - ____ pm _____

Location

SESSION TWO

____ pm - ____ pm

Location

Break

SESSION THREE

____ pm - ____ pm

Location

SESSION FOUR

____ pm - ____ pm

Location

DINNER

____ pm - ____ pm

Location

TUESDAY, _____

Date

BREAKFAST

____ am - ____ am

Location

SESSION FIVE

____ am - ____ am

Location

Break

SESSION SIX

____ am - ____ am

Location

LUNCH

____ am - ____ am

Location

SESSION SEVEN

____ pm - ____ pm

Location

Break

SESSION EIGHT

____ pm - ____ pm

Location

WEDNESDAY, _____

Date

BREAKFAST

____ am - ____ am

Location

CLOSED BUSINESS SESSION

____ pm - ____ pm

Location

EXECUTIVE COMMITTEE MEETING (Newly Elected Officers)

____ am - ____ am

Location

RESEARCH AND INFORMATION COMMITTEE

PURPOSE: Maintain, update and distribute NCSSSA procedures, reports, informational releases as well as perform specific research as requested by the Executive Committee.

RESPONSIBILITIES:

1. Distribute via the Internet, within 30 days after Committee assignments are announced each year, a current copy of the NCSSSA Standard Operating Procedures Manual to each Committee Chairperson, Vice or Co-Chairperson and Executive Committee Member.
2. Prepare and distribute to NCSSSA members any informational or newsletter releases as assigned by the NCSSSA President. Releases shall be prepared consistent with the President's requirements and authorization.
3. Assess, via a minimum of one contact per State per Conference year, informational needs of the States, interests of Conference Members and Executive Committee. Prepare and distribute information as requested.
4. Prepare and electronically present to the Executive Committee a committee report of significant changes to the Standard Operating Procedures Manual on Committee activities. The report must be prepared consistent with the Secretary's prescribed requirements.
5. Secure written modifications, from each Chairperson no later than 30 days after each Annual Conference, for inclusion in the Standard Operating Procedures Manual. All proposed modifications shall be presented and approved or denied by the incoming Executive Committee. Upon approval, update the Standard Operating Procedures Manual and distribute the new version to the incoming Research and Information Committee Chairperson. See Samples 1 and 2.

Dear _____:

The following are proposed changes to the NCSSSA SOP Manual.

SOP Section:_____ Page(s):_____

PROPOSAL: _____

SOP Section:_____ Page(s):_____

PROPOSAL: _____

Please contact me should you require any additional information.

Sincerely,

SAMPLE 2

President, NCSSSA

Dear _____:

The following are SOP changes recommended by the outgoing Committee chairpersons and Executive Committee members. Please authorize acceptance or exclusion of these changes by completing and returning this document.

1. SOP Section: _____ Page(s): _____

Committee Recommendation: Support ____ Oppose ____ Neutral ____

Executive Committee: Accept ____ Exclude ____

2. SOP Section: _____ Page(s): _____

Committee Recommendation: Support ____ Oppose ____ Neutral ____

Executive Committee: Accept ____ Exclude ____

3. SOP Section: _____ Page(s): _____

Committee Recommendation: Support ____ Oppose ____ Neutral ____

Executive Committee: Accept ____ Exclude ____

4. SOP Section: _____ Page(s): _____

Committee Recommendation: Support ____ Oppose ____ Neutral ____

Executive Committee: Accept ____ Exclude ____

Thank you for timely review and return of this document.

Sincerely,

Chairperson, Research and Information Committee

RESOLUTION COMMITTEE

PURPOSE: Review, validate and present any and all NCSSSA resolutions before the NCSSSA members at the Annual Conference.

RESPONSIBILITIES:

1. Examine, review and research all proposals to insure that the proposals' context, intent and purpose are both clear and consistent with NCSSSA policy.
2. Contact the resolution's author and advise of any conflicts involving NCSSSA policy, functions or structure. Assist the author in redrafting an acceptable resolution. Should the author fail to resolve the defect or withdraw the resolution from consideration, the Committee shall recommend an "oppose" position.
3. Verify, that any resolution involving policy, legislative proposal or NCSSSA organizational structure/function, was officially received by the President, Secretary and Resolution Chairperson 45 days prior to the Annual Conference. Provide copies of any resolutions not received timely to the President and Secretary.
4. Draft any resolutions as requested by the President. All resolutions must be prepared consistent with the Secretary's prescribed format.
5. Provide technical assistance to any NCSSSA member in developing or drafting a resolution as requested. Provide a historical reference as to the types of resolutions (language, format, etc.) which are appropriate to meet a specific issue or to acknowledge individual(s).
6. Prepare and present, at the Annual Conference, a report of all committee activities. The report shall include all proposed resolutions and a recommendation of SUPPORT, OPPOSE or NEUTRAL. The report shall be prepared consistent with the Secretary's prescribed format.
7. Prepare and submit (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

AD HOC COMMITTEES **GENERAL**

PURPOSE: Achieve a specific goal or mission as assigned by the President. The President shall establish Ad Hoc Committees as needed and shall designate committee members, committee responsibilities and specific terms of committee assignment(s).

RESPONSIBILITIES:

1. Perform research, conduct studies and/or pursue activities necessary to achieve the committee's mission.
2. Prepare and submit, as requested by the President, periodic reports concerning progress-to-date and related committee activities.
3. Prepare and present to chairperson or designee a committee report at the annual Conference. The report shall be prepared per the Secretary's prescribed requirements.

MEMBERSHIP COMMITTEE

PURPOSE: Evaluate the merits of broadening participation in the NCSSSA. Develop on-going strategies to maximize Conference participation and networking via other, national organizations.

RESPONSIBILITIES:

1. Review current membership criterion and outlook of sustaining the current membership. Assess those factors that both contribute and deter from, participation by all 50 states, Puerto Rico and the Virgin Islands.
2. Evaluate the merits of extending membership to other professional and governmental organizations (GFOA, NTRS, NTaT, etc.). Identify the pros and cons of such action and propose committee recommendation(s).
3. Evaluate the merits, should new memberships warrant Conference support, whether these memberships should be restricted (non-voting members, unable to hold office, etc.) or enjoy the full benefits afforded State Administrators. Identify the pros and cons of such action and propose Committee recommendation(s).
4. Prepare and present, by the Chairperson or designee, a report to the Conference outlining the committee's findings and recommendations. The report shall be prepared per the Secretary's prescribe requirements.
5. Prepare and submit (outgoing Chairperson), within 30 days from the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

COMMUNICATIONS COMMITTEE

PURPOSE: Provide an electronic resource on the Internet for organized access to and coordinated dissemination of current and pertinent news and data relating to state and local governmental coverage.

RESPONSIBILITIES:

1. Work directly with NCSSSA, SSA, and IRS officials to routinely update the NCSSSA web site with current and pertinent news and data.
2. Maintain and enhance the NCSSSA web site by identifying and implementing technological enhancements deemed applicable to the NCSSSA web site.
3. Prepare and submit quarterly reports on committee activity to the Executive Committee.
4. Prepare and present, by the Chairperson or designee, a report to the conference outlining the committee's findings and recommendations. The report shall be prepared per the Secretary's prescribed requirements.
5. Prepare and submit (outgoing Chairperson), within 30 days from the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

TIME AND PLACE COMMITTEE

PURPOSE: Secure bids, screen and recommend future host-sites for the Annual NCSSSA Conference.

RESPONSIBILITIES:

1. Announce invitations for host-bids to all NCSSSA Members. The invitation shall be made via e-mail one month prior to the Annual Conference, and at the Annual Conference's State Administrator Meeting encouraging being the Host State Administrator. (SAMPLE 1)
2. Evaluate each bid against objective criteria including: cost, availability of necessary facilities, transportation accessibility, frequency since last conference in that region and any requirements set by the Executive Committee. (SAMPLE 3)
3. Every attempt should be made to complete recommendation for location at least 2 years in advance.
4. Submit Committee's recommendation for State, City, and Hotel location to the Executive Committee for approval to contract.
5. Include question(s) in the Annual Conference Evaluation regarding NCSSSA members' requirements. These question(s) shall be updated prior to release to include any new considerations or to delete invalid considerations. (SAMPLE 2)
6. Meet, as necessary, on the registration day of the Annual Conference, to consider any future site bids and to finalize the site recommendation(s). The Committee shall prepare a written report consistent with the Secretary's prescribed requirements.
7. The Chairperson or designee of the committee shall report the workings of the committee to the Conference during the business meeting.
8. Prepare and submit (outgoing Chairperson), within 30 days after the Annual Conference, any proposed changes to the above procedures to the Research and Information Committee.

Announcement to All State Social Security Administrators

The Time and Place Committee is seeking state administrators to host the NCSSSA annual conferences for _____ and _____.

The Committee encourages each state administrator to consider hosting these important, national meetings. The host state administrator duties are relatively straightforward and require minimal effort. The host administrator, however, is an essential player in making our annual meeting a success.

The NCSSSA annual conference is normally held during the last week of July or the first two weeks of August. The conference ordinarily kicks off on Sunday at noon and runs through Wednesday at noon.

Please consider hosting a future NCSSSA annual conference. You may address questions concerning the site bid or host state duties to any member of the Committee. (Introduce members of the Committee

NCSSSA Time and Place Committee:

Thank you for your consideration.

Time and Place Committee Chair (or designee)

**NCSSSA SAMPLE QUESTIONS
TO BE INCLUDED IN CONFERENCE EVALUATION**

1. Would you be interested in hosting the Annual Conference? Yes ____ No ____

2. As a working conference, NCSSSA seeks to provide a location with services and amenities that make the conference attendees' experience positive. Indicate your top five choices of most important factors that a conference site should offer. Please rank in order of preference, i.e., 1st, 2nd, 3rd, etc.

____ Fitness Center	____ Regional Climate
____ Free Parking	____ Shuttle Service to/from airport
____ In-house Restaurant	____ Pets allowed
____ Nearby Shopping/Sightseeing	____ High Speed Internet Access
____ Nearby Family Activities	____ _____

3. What suggestions or ideas can you provide which the Time and Place Committee should consider when selecting a Conference site?

NCSSSA National Conference Site Bid---Needed Information

State	Proposed Host City
Administrator Name	Proposed Host Year
Phone	

General Information

1. Describe the proposed host city and its points of interest.
2. Provide a local map that indicates proposed conference sites, airport, points of interest, etc.
3. List airport(s) serving the host city.
4. List airlines serving the host city.
5. Approximate distance and time from the airport to site.
6. Estimated fare from airport to site via Taxi and Shuttles.
7. Major highways into city.
8. Any additional Information that may be helpful when considering this City.

Local Contact

Provide contact information for the host city Tourism and Convention Bureau.

Name	Fax
Phone	Email Address
Address	Website

Accommodations

The NCSSSA Annual Conference is normally held during the last week of July or one of the first two weeks of August. The conference ordinarily kicks off on a Sunday at noon and runs through Wednesday at Noon. The hotel should be able to accommodate 80-90 people for overnight stays and 90-100 attendees for meals & meetings. We require separate rooms for meals and meeting space. The hotel should be accessible from the local airport, with taxi and shuttle service. The NCSSSA requires a room rate for attendees that is equal to or less than the federal government per-diem for the host city.

List a minimum of three suggested hotels in the host city along with the following information about each:

- Hotel Name
- Phone
- Address
- Fax
- Contact Person
- Proposed Room Rates for Single & Double Occupancy; additional per person costs
- Meeting Room Cost (ie: waived with minimum of \$x Food purchases)
- Percentage Tax Added _____%
- Approximate Cost Range for Meals (For example: \$8-\$18)
- Hotel's current available dates/unavailable dates
- Special hotel features
- Additional information concerning the host city, accommodations or this bid.

TRAINING and SUCCESSION PLANNING COMMITTEE

PURPOSE: To assess the needs for membership training and provide training to state and federal officials in the area of state and local government FICA compliance. Educate state administrators and other officials on the responsibilities of the state administrator and provide advice on succession planning. The Chairperson of the Committee shall be appointed by the President of NCSSSA.

RESPONSIBILITIES:

1. The Chairperson of the Committee will serve as the primary contact for state and federal officials seeking training, succession planning or training information from NCSSSA.
 - a. The Training Committee shall assess the training needs and assist in training state or federal officials requesting such training. The Training Committee shall conduct an annual survey, via Survey Monkey (or other such method), no later than November 1st of each year, to assess the needs, determine topics and assess the proficiency of state administrators.
 - b. Based upon such assessment, the Training Committee shall provide assistance, by phone, reference materials, or other means appropriate to provide the needed training.
 - c. Based upon such assessment, the Training Committee shall create an annual training plan.
2. The Training Committee, as a whole, shall review, edit and enhance training materials and methods.
 - a. The Training Committee shall respond to requests from SSA and IRS for comments and edits to training materials, such as, but not limited to, the SSA web material, IRS Pub. 963, and the State and Local Coverage Handbook.
 - b. The Training Committee members, as assigned by the Chairperson or the NCSSSA President, shall participate in various committees, workgroups and other forums where training needs and delivery are of concern.
3. The Training Committee, under the direction of the Training Committee Chairperson, shall devise ways to implement a three-tiered training approach.
 - a. Tier One: Basic Training shall be offered to all NCSSSA members, but the focus of such training will be to new administrators with three or fewer years of experience. When the NCSSSA budget allows, as determined by the NCSSSA President, Basic Training shall be conducted in person and offered on a regional basis wherein at least

three state officials can attend an extended (day and one half) training. Such in person training shall include representatives from the Training Committee, the IRS and SSA (when feasible) and focus on basic roles and responsibilities and basic terminology and practices.

- i. Costs of travel for IRS, SSA, and state attendees (trainees) shall be borne by the individual participants.
 - ii. Costs estimates of NCSSSA training personnel shall be approved in advance by the NCSSSA President.
 - b. Tier Two: Intermediate Training shall be offered to all NCSSSA members, but the focus of such training will be to those administrators with more than three years experience. Intermediate Training may be conducted via webinar, teleconference, or other such means, and shall focus on particular topics of interest to membership.
 - c. Tier Three: Advanced Training shall be offered to all NCSSSA members, but the focus of such training will be for those administrators with ten or more years of experience. Such training may be conducted via webinar, teleconference, or other such means, and shall focus on systemic problem solving.
4. The Training Committee, under the direction of the Training Committee Chairperson, shall devise ways to aide states in state administrator succession planning.
 - a. The Training Committee shall establish and publish on the NCSSSA website, a best-practices treatise on succession planning, to include, but not limited to, recruitment, qualifications, and training.
 - b. When asked, the Training Committee shall offer guidance on the recruitment and selection of state administrators.
5. Training services shall be made available to all State Social Security Administrators and their staff for a fee set by the NCSSSA. Training Services shall be provided at a reduced rate or may be offered for free to dues paying members. For non-due paying members any fee maybe reduced or waived at the discretion of the NCSSSA President.
6. The Chairperson will facilitate a smooth transition between an outgoing and incoming Chair. The outgoing Chair shall provide all prior records, notes and materials to the new Chair within 30 days after the Conference. Provide technical advice, as needed, to the new Chairperson.

Policy

Registration Fees

1. All registering participants in the Annual Conference shall pay a registration fee in an amount determined by the Program Committee. The term “participants” includes state, local and federal officials attending the Conference program. “Participants” does not include guests of attending participants or other invited guests (see #5 below).
2. The Program Committee shall determine the registration fees required of Annual Conference participants to provide funding necessary to cover expenses of the conference. NCSSSA annual dues and reserves shall be taken into account in determining the registration fees. Separate charges may be assessed to cover the cost of extracurricular activities offered at the conference.
3. The registration fee requirement shall be included in the Conference Call memorandum announcing the Annual Conference.
4. Participants shall submit a Participant Registration Form provided with the Conference Call. Participants shall pay the required registration fee(s) by check or money order, payable to NCSSSA, with submission of the Registration Form. On request, participants may submit the Registration Form without the registration fee(s) and pay the required fee(s) when registering at the Conference.
5. Conference funding permitting, the registration for retired state administrators shall be waived.
6. Invited guests may not be charged a registration fee. Invited guests include Social Security Administration and Internal Revenue Service officials at or above the associate commissioner level, or equivalent, other speakers asked to provide the keynote, welcoming or other special address to the Conference and other guests at the discretion of the President. Meals may be provided to invited guests at no charge on the day(s) attending the Conference.
7. Attending federal officials from the Social Security Administration and Internal Revenue Service shall be charged the same registration fee charged to state administrators and staff, unless payment of the registration fee would be in violation of federal agency policy. This includes federal officials who appear as speakers on the Annual Conference program if also generally attending other sessions of conference program. Requests for waiver of the registration fee may be approved at the discretion of the NCSSSA President.

8. Participants may bring guests to the conference. Guests generally attending the conference program may be charged the same registration fee as other participants. Guests not attending the program shall not be charged a registration fee, but shall be assessed charges for meals (see below). Participants shall register guests attending on a "Guest Registration Form" included in the Conference Call.
9. Refunds will be granted for requests in writing by [date set by Program Committee]. Refunds will not be granted after this date. No shows are responsible for full payment. If you are unable to attend the conference and have already registered, you may designate another person to take your place. Just complete a registration form for the new participant and indicate the name of the individual that is being replaced. Emergency exceptions to this policy may be granted by the Executive Committee.

Meal Costs

10. Participants and guests at the Annual Conference shall be assessed a charge for the cost of meals and snack breaks provided at the Annual Conference. The meal cost for participants shall be included by the Program Committee when determining the Conference registration fees.
11. The Program Committee shall determine the charges necessary to cover the cost of meals, considering NCSSSA annual dues and reserves.
12. Guests shall be given the option of choosing to take all meals offered at the conference at a single rate or to choose selected meals at a specified charge per meal.
13. Participants may pay the cost of meals for guests separate from the fees paid for the participant's registration.

Those federal officials for whom the registration fee is waived shall be charged meal costs at the rates charged to guest registrants on either the all meal plan or by selected meals, as appropriate. Under special circumstances, the cost of meals also may be waived at the discretion of the President.

Travel Reimbursement

General

The NCSSSA shall reimburse authorized normal and reasonable travel costs for those members traveling on behalf of the Conference and wherein the travel costs are not paid by the member's State.

Daily Per Diem

The NCSSSA shall reimburse appropriate meal and lodging expenses at maximum federal per diem rates by localities for meals and incidental expenses (M&IE) as published in IRS Publication 1542, Per diem Rates (For Travel within the Continental United States), in effect when the expense is incurred. Federal per diem rates may be accessed on the Internet for travel with CONUS at: www.fss.gsa.gov

Partial Day Per Diem

For partial day travel less than 24 hours, such as the day your depart and return, the NCSSSA shall reimburse actual meal cost or prorate the appropriate daily M&IE rate at 2/3 rate.

Incidentals

The M&IE rate includes, but is not limited to, costs of laundry, dry cleaning fees/tips for service providers (waiters, porters). Incidental expenses do not include taxicab fares, lodging taxes telephone calls, etc.

Transportation

Actual and reasonable travel costs by plane, train, bus, taxi, car as well as transportation related costs such as parking, road tolls, bridge fees, shall be reimbursed. Upgraded or luxury-based transportation costs shall not be paid, except on justification as to the best interests of the NCSSSA and the approval of the President.

Business Expenses

Other ordinary and necessary actual expenses as supported by receipts shall be reimbursed. Items Include, but not limited to, business calls, fax fees, mail or shipping costs, equipment rental, copying services, etc.

Mileage

Members shall be reimbursed mileage costs for use of personal vehicles when conducting authorized NCSSSA business. Reimbursement will be based on miles driven times the current Federal Standard Mileage Rate as published in IRS Publication 463, Travel, Entertainment, Gift and Car Expenses. The Conference shall not reimburse any other personal vehicle cost (gas, insurance, etc.).

Claims

All travel claims must be submitted to the President for review and approval who will then forward to the Treasurer for reimbursement. The Treasurer shall pay all appropriate claims within 30 calendar days of the claim. Any claim amounts disapproved shall be in writing by the President to the submitting member along with a copy to the Treasurer, NCSSSA. The member can appeal disapproved amounts to the Executive Committee, who in turn, shall either approve or deny this claim in writing to the member with a copy to the Treasurer.