NCRSP President and Vice President Leadership Training Workshop 2026 — 6.11.26

Tool Kit: ✔️Detailed Slide Show ✔️Summative Slide Show ✔️ Governing Documents updated 5.28.26 ✔️ Forms including Speaker Request ✔️ NCRSP Calendar ✔️ Directories (All Google Links will be the same for the 2026-2028 Transition. PDF Links will change) ✔️Templates for Press Releases, Newsletters, and More ✔️

The NCRSP President and Vice President Leadership Training Workshop was conducted by NCRSP President-Elect Tama Bouncer, who will become NCRSP President on July 1. The meeting covered essential duties and responsibilities of local presidents and vice presidents, including calling and chairing meetings, preparing agendas, appointing committee chairpersons, keeping the local executive board informed of NCRSP initiatives, and serving as ex-officio members of local committees.

Tama Bouncer reviewed required forms and important due dates, including the Local Officers and Chairs Form due July 1 and the Local Audit Report due August 15. Tama Bouncer also provided guidance on strategic planning, meeting agendas, parliamentary procedure, local bylaws, speaker requests, budget planning, and preparation for upcoming constitutional amendments to be considered at the 2027 NCRSP Constitutional Convention.

Participants also discussed regional redistricting, membership reporting, meeting calendars, handling expenses properly, and the process for requesting state officers or staff members as speakers.

To Do:

Tama Bouncer

□ Send an email to all presidents and vice presidents with the necessary forms and reports attached, including links to the governing documents: Constitution, Bylaws, and Operational Policies.

□ Include the names and email addresses of NCRSP office staff, including NCRSP Staff Tera Williams and NCRSP Bookkeeper/Member Services Director Carole McLamb, in the follow-up email. List may be seen at this LINK. *This same link will show the July 1, 2026, new officers at a later time when appointments are approved.*

Tera Williams

□ Follow up with sitting presidents who have not submitted the Local Unit President's Report for the 2025–2026 year.

□ Provide or confirm the link to the governing documents for reference.

□ Look into the question raised about the $50 fee for lobbyists and provide clarification.

□ Update the list of local presidents for Tama Bouncer.

Collaboration and Reminders for Local Presidents

All local presidents should submit the Local Officers and Chairs Form by July 1.

All local presidents should submit the Local Audit Report by August 15, including bank statements through June 30.

Memorial names should be submitted as soon as they are known, with the official report deadline being February 10.

Names for NCRSP/NCAE Convention Delegates should be submitted by the deadline listed on the appropriate form.

Local meeting calendars should be submitted to info@ncrsp.org as soon as they are available so they may be included on the website.

Local presidents should review and discuss proposed amendments to the NCRSP Constitution with their members in preparation for the 2027 Constitutional Convention.

Local units are encouraged to create a digital file or use a flash drive to store local documents, reports, forms, minutes, and other important records.

Local presidents should work with their executive boards to plan for the coming year, including budgeting and strategic planning. August was suggested as a helpful time for this planning.

If a local unit needs a state officer, state committee chair, or staff member as a speaker, the official speaker request form should be submitted to the state office in advance. Each local or region has one reimbursed speaker request opportunity per membership year.

Any changes to officer information, email addresses, or contact information should be reported promptly to the state office.

Summary

NCRSP Leadership Training Workshop

Tama Bouncer opened the NCRSP President and Vice President Leadership Training Workshop and reviewed meeting logistics, including attendance and participation requirements. Tama Bouncer introduced

herself and shared that she will begin her role as NCRSP President on July 1. Participants then introduced themselves and identified their local units, roles, and regions.

Local President Duties

Tama Bouncer reviewed the duties of local presidents, including presiding at meetings, preparing agendas, appointing committee chairs, communicating with the state organization, and keeping local executive boards informed. Tama Bouncer reminded participants that local units should follow parliamentary procedure and use consistent agendas that allow time for reports, business, planning, and member participation.

Tama Bouncer also discussed local bylaws and officer responsibilities, noting that local units may follow state or regional bylaws or develop their own local bylaws, provided they remain consistent with governing documents.

Meeting Procedures and Strategic Planning

Tama Bouncer reviewed current guidance regarding minutes and parliamentary procedure, noting that minutes are corrected and adopted according to proper procedure rather than handled as a debated motion. Tama Bouncer also presented strategic planning ideas in areas such as membership, advocacy, communication, and local visibility.

Tama Bouncer encouraged local leaders to set realistic goals, involve their executive boards, and plan ahead for convention delegates, programs, meetings, and special events.

Required Reports and Forms

The Local Unit President's Report was discussed, with clarification that it is due by July 1 and should be completed by the current president for the 2025–2026 year. Forms and reminders will be sent to presidents to help ensure proper completion.

Tama Bouncer also reviewed other important forms and deadlines, including the Local Officers and Chairs Form, Local Audit Report, memorial reporting, convention delegate forms, and speaker request forms.

Donations and Member Giving

The group discussed opportunities for member giving, including the North Carolina Foundation for Public School Children, the Martin Luther King Scholarship, and the Great Public Schools PAC. Instructions were reviewed for handling and processing donations appropriately.

Questions were raised about PAC funds and related procedures. Tama Bouncer indicated that she would consult with Gretchen for clarification as needed.

Regional Redistricting and Future Elections

Participants asked about regional redistricting. Tama Bouncer explained that decisions were still pending through the NCAE process and that any new map would not take effect until 2027.

The group also discussed future election procedures. Tama Bouncer indicated that the same general process would likely be used and that previous voting concerns would be addressed with NCAE.

Calendar and Meeting Information

The group discussed the process for submitting local meeting information. Local units should send meeting dates, times, locations, and contact information to info@ncrsp.org for inclusion on the website.

Questions were also raised about when incoming officers should begin handling responsibilities such as bank account changes and planning. Tama Bouncer advised that these matters should be coordinated with current officers and handled as close to July 1 as practical.

Guest Speaker Requests

Tama Bouncer and Tera Williams reviewed the process for requesting state officers, state committee chairs, or staff members as guest speakers. A speaker request form LINK must be submitted in advance. The state will reimburse approved speaker expenses for one request per local or region per membership year. Additional requests may require the local or region to cover expenses.

2027 NCRSP Constitutional Convention

The upcoming 2027 NCRSP Constitutional Convention was discussed. Proposed constitutional amendments will be shared for member review, with changes clearly marked. Local presidents were encouraged to schedule time with their members to review and discuss the amendments before delegates vote at the convention.

Tama Bouncer emphasized the importance of helping members understand the proposed amendments and preparing delegates to participate knowledgeably.

Local Planning and Executive Board Involvement

Tama Bouncer encouraged local presidents to meet with their executive boards, preferably in August, to plan for the year. This planning may include meeting schedules, budget priorities, constitutional amendment discussions, membership engagement, possible candidate forums, and community visibility.

Tama Bouncer reminded participants that local decisions should involve the executive board and should be made with careful attention to budget, purpose, and procedure.

Membership Reports and Engagement

Tera Williams clarified that membership reports are sent to officers and membership chairs when updated email addresses are available. Tama Bouncer emphasized the importance of keeping contact information current and involving executive board members in local decision-making.

Tama Bouncer also encouraged local units to increase engagement and visibility in their communities through communication, planning, and member involvement.

The meeting concluded with door prize drawings, with Kenneth Bennett and Sharon McNair announced as winners. Participants were reminded to complete the Declaration of Participation for each training session.