

# N.C. State Board of Elections & Ethics Enforcement (NCSBEE)



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## RESPONSIBILITIES OF ETHICS LIAISONS

### **Serve as the point of contact for the NCSBEE and your agency/commission.**

- Promptly notify the SEI Unit at the NCSBEE of any new covered employees/appointees.
- Provide new appointee's name, appointing authority, start date, and end date.
- Notify the SEI Unit when employees/appointees retire, resign, or otherwise leave their position so we can update our database of filers.

### **Statements of Economic Interest (SEIs)**

- Ensure newly appointed individuals file their SEI prior to taking their position/being sworn.
- Remind all filers of their annual obligation to file their SEIs by April 15TH.
- Encourage filers to file electronically through the NCSBEE's website.
  - Electronic filing is easy, quick and insures that they complete every question and provides a starting point the next filing year.
  - Remind those filing manually to answer every question and keep a copy for their records.

### **Education Requirements**

- Liaisons must attend ethics education and awareness programs as required by G.S. 138A-14(e).
- Education programs are available online or live. Sign-up on the NCSBEE website.
- Remind filers three (3) months prior to their next ethics education due date to complete their education requirement. The Education Unit can provide a status report for your agency/commission.
- Track completion of education requirements.

**Periodically review the NCSBEE's website for new information including: education opportunities, newsletters, and advisory opinions.**

**Maintain active communication with the NCSBEE on any Ethics Act-related issues.**