



NW NGNA Board of Directors and Committees

BOARD OF DIRECTORS:

Officers and Duties - The officers of NW NGNA are President, President-Elect, Vice President, Secretary, and Treasurer.

President

- Acts as chief Executive Officer of NW NGNA
- Shall preside at all meetings of NW NGNA
- Develops agendas for the Board Meetings and Chapter Meetings with input from the Board of Directors
- Delegates responsibilities (not otherwise handled by the bylaws and policies) to chapter officers or committees
- Assists with planning Chapter Meetings and Seminars
- Introduces speakers and sponsors at Chapter Meetings and seminars
- Maintains a record of duties, tasks, and items completed to be transferred to the next President
- Assists with set-up and break down of Chapter Meetings
- Communicates the business, projects and activities of the Board to the membership
- Arranges an orientation meeting following the December meeting for newly installed officers and committee chairs
- Oversees the preparation of the Chapter Annual Report to NGNA, and chapter status with the state

President Elect

- Elected the year before the new president takes office in odd years
- Elected in the year before they take office- in even years
- Serves as board liaison to the program committee
- Works with president to create smooth transition
- Can hold another chapter office during the year before becoming President
- Maintains a record of duties, tasks, and items completed to be transferred to the next President-Elect
- Assists with planning Chapter Meetings and Seminars
- Assists with set-up and break down of Chapter Meetings

Secretary

- Records the minutes of the Chapter Meetings and Executive Board Meetings
- Communicates regularly with membership and chapter contact lists about upcoming events, and chapter business
- Maintains the Membership roster and coordinates with the treasures for membership renewals
- Is custodian of all books, correspondence, and papers relating to NW NGNA business, except those of the Treasurer
- Board liaison to the outreach committee



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- Prepares printed materials for the chapter meeting including agenda, attendance roster, certificates of attendance, and recognition of sponsors
- Performs such duties as may be delegated by the President or Board
- Maintains a record of duties, tasks, and items completed to be transferred to the next Secretary
- Assists with registration at Chapter Meetings and NW NGNA seminars
- Assists with set-up and breakdown of NW NGNA Chapter Meeting

Treasurer

- Manages the financial affairs of NW NGNA
- Maintain the chapter status with state licensing, charity registration status, and the NGNA
- Collects dues and pays NW NGNA obligations in a timely fashion.
- Coordinates with the secretary for membership dues renewal
- Maintains full and accurate accounts of all receipts and disbursements
- Has an audit completed on the financial books every other year during the transfer to the new treasurer
- Presents a financial report at all Board of Directors Meetings and Chapter Meetings
- Assists in preparation of annual Chapter report
- Maintains a record of duties, tasks, and items completed to be transferred to the next Treasurer
- Assists with registration at Chapter Meetings and NW NGNA seminars
- Assists with set-up and breakdown of NW NGNA Chapter Meetings
- Performs other duties that may be delegated by the President or Board
- Board liaison to the Finance Committee

Directors at Large (3)

- Uphold the goals and functions of the NW NGNA
- Plan and coordinate the functions and activities of the NW NGNA
- Promote active membership in the chapter
- Maintain a record of duties, tasks, and items completed to be transferred to the next director at large
- Function as liaison between the Board of Directors, the general membership, committees, and other interest groups
- Directors-at-Large may serve as chair of committees and task forces
- Perform duties as delegated by the Board to carry out the functions and business of the NW NGNA



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COMMITTEES:

Program Planning Committee

- The Program Planning Committee coordinates logistics for the chapter meetings including:
 - educational program content and speakers
 - meeting site location
 - arranging technology for remote access by members
 - dinner either by host facility donation or membership potluck
- Coordinates closely with the Outreach Committee to notify members and the larger community and chapter secretary for materials needed at the meeting
- Committee Chair provides a report at Board Meetings
- Works closely with the executive board liaison (President-elect)

Outreach Committee

- The outreach committee will actively promote participation in chapter activities
- Committee coordinates with other committees including fundraising and membership development.
- The Committee creates the meeting flyer and sends notices of meetings to members and the chapter contact list.
- Committee designated member(s) to be the chapter webmaster who maintains the website and social media accounts
- Committee collects and shares local, regional and national educational and professional development events with the membership.
- Membership Chair provides a report at Chapter Board Meetings
- Introduces new members at the chapter meeting
- Works closely with executive board liaison (Secretary)

Finance/Fundraising Committee

- Supports treasurer to conduct chapter financial business including annual audit of chapter records, and submission of state and federal tax paperwork
- Finance committee works with the treasurer and secretary to coordinate membership renewals
- In treasurer's absence the Finance Committee Chair collects monies and forwards to chapter Treasurer/VP to be deposited in the chapter account.
- The Finance Committee actively markets the organization and promotes fundraising in coordination with the other committees as appropriate
- The committee obtains in kind donations for chapter activities
- Scholarship Sub-Committee on the finance committee coordinates scholarship applications and awards
- Committee Chair provides a report at Board Meetings
- Works closely with executive board liaison (Treasurer)