



OVERVIEW, ROLES AND RESPONSIBILITIES OF NAMIC CHAPTER OFFICERS

OVERVIEW

As a NAMIC Chapter Officer, you are responsible for ensuring the following three goals for your local chapter:

- Local Chapter Strategic Direction and Organizational Governance
- Local Chapter Management and Fundraising
- Local Chapter Oversight

This section will elaborate on each area to clarify the philosophical and operational expectations for current and prospective leaders of NAMIC Local Chapters.

1. Strategic Direction and Organizational Governance

- Local Chapter Officers should be working to:
- Set the strategic direction of their local entity, in partnership with NAMIC National, through the definition of the directions, programs, services and outreach efforts to their constituents. Local Officers are responsible for developing and approving an annual program that aligns with the goals and metrics of NAMIC Local Chapter
- Review the Chapter's performance annually and take steps to continually improve its performance, while working with NAMIC National to do so. Assess the progress of the chapter's strategic plan, and make process and program improvements as required.

2. Organizational Management and Fundraising

- Local Chapter Officers should be working to:
- Select president to lead the local entity.
- Monitor and advise on overall performance of NAMIC local chapter programs and operations to ensure they are consistent with the NAMIC National's mission and goals.
- Develop and execute an annual fundraising plan to support local chapter activities.
- Contribute to the chapter's fundraising efforts through identifying potential donors and supporters, and working with NAMIC National when needed.

3. Organizational Oversight

Duties for chapter officers include:

- Assuming fiduciary responsibility for the local chapter that is fiscally sound and operated within procedures and policies that are sound, prudent and ethical.
- Providing financial oversight by providing NAMIC National with quarterly budgets and expense reports.
- Ensuring that proper financial controls are in place for the chapter.
- Providing the needed documentation for NAMIC National to conduct a regular independent audit is conducted, and review and monitor audit findings.

In addition to these four core responsibilities, the NAMIC chapter officers must develop and maintain healthy relationships with NAMIC's national membership within their Chapter footprint.

Chapters are an extension of the membership benefits afforded to NAMIC members, and local chapters should be identifying ways to increase membership within their local entities, and also within the broad organization.

INDIVIDUAL CHAPTER OFFICER RESPONSIBILITIES

In addition to the general responsibilities of being a NAMIC Local Chapter Officer, each leader should commit to the meeting the following goals during their tenure:

- Lead by example! Be willing to invest the time, energy, networks and resources necessary to maintain high standards for NAMIC and high visibility at activities on behalf NAMIC in the media and communications industry
- Understand, agree to, and effectively implement good governance principles to guide the performance of the Chapter
- Commit to meeting all or most of the metrics within a calendar year
- Agree to and meet the Criteria for being a NAMIC Chapter Officer.
- Stay updated on developments in media and communications field.
- Follow policies on conflict of interest, code of conduct, and confidentiality.
- Contribute to NAMIC and the local chapter's fundraising efforts
- Work with NAMIC National in a timely and prudent manner to tackle emerging problems/opportunities.

NAMIC CHAPTER COMMITTEES (OVERVIEW)

To complete NAMIC chapter officer goals for the local chapter, Chapter Officers may find it necessary to create committees. Local chapters are not limited to the number of committees that are created in a specific chapter and the board of directors may create one or more committees that it deems advisable, subject to the Colorado Revised Non Profit Corporation Act. Each committee chair or co-chair is subject to the same responsibilities in the interest of NAMIC and must follow the same policies on conflict of interest, code of conduct, and confidentiality.

Committees can function in a variety of areas and NAMIC advises that Local Chapters have at least the following:

- Programming Committee
- Marketing Committee
- Membership Committee
- Fundraising Committee

Each local chapter must report their committees to the National Office, including contact information of the chairs and co-chairs. We encourage those who are unable to run for an officer board position to consider volunteering for a chapter

PRESIDENT

- Directs all activities of the chapter: Board meetings, membership meetings events/programs, community service projects, and membership retention and recruitment activities.
- Insures that the chapter's complies with all National Office mandates and guidelines for the operation of a NAMIC chapter and that required reporting is submitted in a timely manner and by deadline.
- Develops - in partnership with the other officers and committee chairs - the chapter's short and long term goals and annual work plan.
- Develops - in partnership with the Treasurer - the chapter's annual budget.
- Develops - in partnership with the Secretary - agendas for Board and membership meetings.
- Appoints leadership to chair committees and/or events/programs .
- Develops and maintains good working relationships with the officers of the Board and committee chairs to achieve the chapter's goals, build its capacity, and meet market potential.
- Serves as the chief external spokesperson within the chapter's market.
- Serves as the chapter's primary liaison to the National Office and the assigned Chapter Liaison/Mentor from the National Board of Directors.
- Participates in the quarterly Chapter Leadership conference call convened by the National Office.
- Represents the chapter at the Annual Chapter Leadership Forum and Annual Chapter Workshop, as well as other national programs and events.
- Partners with her/his counterparts at other NAMIC chapters across the country
- Recognizes the efforts and volunteer contributions of chapter leadership (officers and members) and active/engaged members

VICE PRESIDENT

- Works closely with committee/event leadership in executing the chapter's annual program agenda and insures that it is relevant to the members in your market and advances NAMIC's position as the premiere organization fostering multi-ethnic diversity in the cable industry.
- Takes on assignments (willingly!) from the president and fills gaps in leadership when others are not fulfilling their responsibility to get the job done.
- Works with the president as the chapter's liaison to other industry organizations (WICT) with chapters in your market.
- Oversees the chapter's self-nomination(s) for the Annual Chapter Recognition Awards.
- Participates in the quarterly chapter leadership conference call convened by the National Office.
- In the president's absence, assumes her/his duties.

TREASURER

- Develops/monitors the chapter's annual budget in partnership with the President and other officers
- Insures that the chapter is financially self-sufficient, stays within its approved budget, and is cost-effective in its spending.
- Makes timely deposits in the bank of all chapter revenue.
- Pays all the chapter's bills in a timely manner.
- Maintains all of the chapter's financial records.
- Serves as the primary liaison to the chapter's banking institution.
- Provides the President and other officers of the Board with a monthly report on the chapter's finances: end of month bank account balance, revenue deposited, expenses incurred and paid.
- Compiles and submits in a timely manner and by deadline the required quarterly and annual financial reports to the National Office.
- Participates in the quarterly Chapter Treasurer's conference call convened by the National Office.

SECRETARY

- Works in partnership with the President and other officers to plan Board and/or membership meetings and distributes notices/agendas of these meetings in advance to the appropriate audience.
- Takes accurate minutes of meetings of the Board and/or membership (including actions taken) and distributes them electronically and/or by mail.
- Oversees the design and production of collateral materials (Save the Date, invitations, fliers/brochures) to promote chapter events/programs. May work in partnership with other chapter leaders responsible for the planning and execution of events/programs. As required, executes the distribution of these promotional materials to members and others.
- Insures that all communications meet NAMIC branding and communication standards.
- Facilitates the review and approval of collateral materials and other communications by the National Office before they are mass distributed.
- Participates in the bi-monthly Chapter Leadership conference call convened by the National Office.