

NGMA VOLUNTEER COMMITTEE GUIDELINES

The primary purpose of this information is to provide an overview of basic information about NGMA committees: their purpose, structure, membership, meetings, record keeping, etc.

NGMA Volunteer Committees

The Board of Directors shall identify and maintain a Committee structure to assist with Association programs, and to provide timely and expert consultation.

COMMITTEE STRUCTURE

NGMA Committees function as a resource to NGMA members, the Board of Directors, and NGMA staff, and to advance the grants management profession. Each Committee is made up of a 1) Chair, 2) Members and 3) Board Liaison.

- Committee Chairs are appointed by the Board for a two-year term.
- Committee leadership and membership is reviewed at the beginning of each fiscal year (July 1st)
- Committee meetings may be face-to-face or via teleconference, with committees holding at least four meetings a year
- All committees formally meet at least once a year at the NGMA Annual Training Conference (April)

ROLE OF THE CHAIR

The role of the Chair is to:

- Lead development, implementation and completion of the committee's annual objectives that are aligned with the NGMA Strategic Plan, and to ensure the committee's commitment to the Plan
- Develop and mentor committee members to become committee leaders
- Attend the Annual Training Conference
- Direct at least four committee meetings a year
- Establish meeting agendas, maintain records and ensure that lists of decisions made and recommended action items are recorded and distributed to members and the Board Liaison, following each meeting
- Promote committee membership to attract new committee members
- Encourage open communication and welcome diverse perspectives
- Motivate the members to action

ROLE OF THE MEMBERS

The role of a Member is to:

- Help to accomplish the committee's goals and objectives
- Attend and participate in the Annual Training Conference, committee meetings, and teleconference calls as often as possible

ROLE OF THE BOARD LIAISON

A member of the Board of Directors serves on each committee as a Board Liaison.

The role of the Board Liaison is to:

- Report on committee activities to the Board of Directors and advocate for the committee
- Serve as a resource to the committee
- Help the committee chair coordinate committee activities and plans

ROLE OF THE EXECUTIVE DIRECTOR

The NGMA Executive Director's role is to:

- Maintain contact with committee leaders and members throughout the year
- Work with the Chair to evaluate continuing committee membership
- Serve as a resource for the committee and promote committee membership