

## **N4A Committee Structure**

### ***What are the expectations of the N4A Committees?***

N4A committees are expected to support and accomplish all goals as outlined in the N4A Strategic Plan. N4A committees are a vital part of the services offered to the N4A membership.

### ***What roles are available if I choose to participate in a N4A committee?***

**Committees Chair**—The Committee Chair shall be elected by his/her committee members and serve a minimum of two years as chair. The Committee Chair must be an N4A member in good standing. The Committee Chair is responsible for providing the leadership throughout the year for the committee.

**Chair-Elect**—The Chair-Elect serves in the role of Committee Chair when the chair is unavailable to represent the committee. The Chair-Elect is designated to assume the role of the Committee Chair once the individual has chosen to complete his/her term.

**Core Member**—Core members are individuals who have agreed to assist the committee on a yearly basis. Core members are actively engaged in the communication and duties of the committee as outlined in the N4A Strategic Plan and the committee August action report. At least five core members must be identified to assist the chair and chair-elect.

**General Member**—General members are individuals who are listed on email communication, attend committee meetings as able, and assist in committee projects at the national convention.

### ***What support will I have if I become a Committee Chair?***

A manual on the N4A website is available that outlines the duties of a committee chair. In addition, the Division Director will provide guidance and assistance. The Chair-Elect also has a responsibility to support the chair during the year so he/she can learn from the experience and then take over as Committee Chair.

### ***How is a committee member identified?***

A committee member is identified by his/her interest through communication to the committee chair, communication to a N4A Board member, communication at a regional meeting or national convention, or attendance at a committee meeting. Once the member is identified, the Committee Chair designates the role of the member as core or general. Committee Chairs must identify at least one member from each region, preferably being at least one core member from each region.

### ***What is an action report and what are the timelines for submission?***

Action report is a template used by the committee to track the goals of the committee, the timeline to achieve the goals, the person in charge of leading the action, and a summary of the results of the goals. Action reports are due to the Division Director and N4A National Office by August 1, December 1, and May 1. All action reports must include the goals as outlined in the N4A Strategic Plan. The report may also include any new initiatives by the committee.

### ***Who am I responsible for communicating with as committee chair?***

Committee Chairs are responsible for keeping all committee members informed. Committee Chairs are expected to communicate in preparation for the three action reports and for the national convention. All communication from the Committee Chair should be copied to his/her Division Director and to the Strategic Planning Committee Liaison assigned to the committee.

### ***What is the purpose of the N4A website for committees?***

The website is used for storing documents and communicating with members. The website is a place that all documents are to be stored so that all committee members can access the forms and also so future committee members can use the documents for reference purposes. The final action report for the year should remain on this website. Any other historical documents for the committee should remain on the website also. The Committee Chair can also use the website as a forum to send notes so that members would receive an email alerting them to check the website for new information.

### ***What meetings are committees responsible for sharing updates?***

Committee reports are communicated at: five regional meetings, any region meetings held at the national convention, and the actual committee meeting hosted at the national convention. The Committee Chair and Chair-Elect are expected to attend the national convention.