

NAMI Vermont Committees and Descriptions

Executive Committee

- **Description:** The Executive Committee consists of the Board Officers (President, 1st VP, 2nd VP, Treasurer, and Secretary). They are responsible for working in support of, or occasionally in place of, the full board. The work of the committee revolves around five major areas.
 - 1. Perform policy work**
 - Carry out specific directions of the board, and take action on policies when they affect the work of the executive committee or when the full board directs the committee to do so.
 - 2. Act as a liaison of the executive director**
 - Nurture the executive director by providing counsel, feedback, and support when needed.
 - Facilitate annual assessment of the executive director by the board and report the results of the assessment to the executive director.
 - Review compensation and benefits for the executive director.
 - 3. Help develop a strategic plan**
 - Initiate the board's involvement in establishing a strategic framework or direction
 - Lead the board's efforts in developing the strategic plan.
 - 4. Conduct executive searches**
 - Assume the lead in the search for a new executive director or delegate the responsibility to a task force or special committee.
 - Conduct the research necessary to determine an appropriate salary for the executive director. Seek approval from the full board before hiring a new executive director.
 - 5. Handle urgent issues**
 - Resolve an emergency or organizational crisis (e.g., loss of funding or unexpected loss of executive director).
- **Requirements:** Meets 1st Thursday of the month by conference call or at various times.

Finance Committee

- **Description:** To assist NAMI Vermont by providing financial oversight, recommending modifications and additions to the Financial Policies and Procedures Manual, recommending content and format of Financial Statements and Reports, and recommending financial investments as appropriate.
 1. Meets monthly to review the organization's financial statements monitoring cash flow, assets and adherence to budget.
 2. Develops and monitors fiscal management policies.
 3. Reports to the board on the state of NAMI Vermont's finances.
 4. Guides the budget development process and reviews drafts of the budget prior to presentation to the board.
 5. Ensures that NAMI Vermont is Audited Annually and that audit adjustments are entered in a timely fashion.
- **Requirements:** Meets once a month in person at the NAMI Vermont office or by conference call.

Governance Committee

- Description: The Governance Committee of NAMI Vermont is responsible for guiding the organization in how it makes decisions and carries out those decisions, to be most effective in empowering our members and serving our mission.
- Our work includes, but is not limited to:
 1. reviewing, and recommending changes to improve, our bylaws and our policies;
 2. nominating Board candidates to lead our organization;
 3. helping the board evaluate its effectiveness and develop its capacity;
 4. guiding the development of infrastructure to support our mission, such as affiliate development, committee structure; and selection and development of officers;
 5. overseeing elections; and
 6. assisting our leadership (Board of Directors and Executive Director) in governing the organization with transparency, inclusiveness, and collaboration, and with fidelity to the mission, vision, and values of NAMI Vermont.
- Requirements: Meets once a month by conference call.

Outreach Committee

- Description: The Outreach Committee helps to advise, coordinate, promote, prioritize and evaluate public events, education, and programs as well as to increase the membership and volunteer participation for NAMI Vermont and Affiliates. The committee will collectively share best practices to improve program offerings and events across the state.
- The scope of the work that the Outreach Committee will be involved with includes the following:
 1. Identify, support, and facilitate event opportunities such as public education, advocacy, and exhibits in the Affiliate region
 2. Help to recruit new Facilitators and Teachers
 3. Ensure Support Groups and Education Classes are scheduled in the Affiliate region
 4. Meet by conference call - Time TBD once a month for one hour
 5. Adhere to the scope of work as defined in the VDMH grant for Programs
 6. Coordinate volunteer efforts to support programs and events
 7. Other activities as needed
- Committee members: Committee members will include the NAMI Vermont Staff and two members from each NAMI Vermont Affiliate. Expertise and knowledge with our program offerings and event planning is desired.
- Requirements: Meets once a month by conference call for 1 hour – Possible 2 hours of work between meetings

Advocacy Committee

- Description: The Advocacy Committee is the committee of the Board responsible for advocating on behalf of individuals and families who live with mental illness, for a comprehensive, well-integrated public and private sector inpatient and community based mental health services system that incorporates evidence-based best practices, so that people who live with mental illness have the opportunity to achieve their human potential and live the highest possible quality of life. The work of the committee consists of creating and updating the Advocacy Agenda for NAMI Vermont, for working in conjunction with the Executive Director in the following areas:
 1. Identifying state legislation related to mental health;
 2. Deciding on which bills to take a position;
 3. Alerting and informing membership on important state and national legislation and relevant regulations;

4. Testifying in legislative Committees on certain legislation;
 5. Educating the membership on legislation;
 6. Informing membership of the status of critical bills, training the membership in advocacy;
 7. Working on the annual Advocacy Day in the Statehouse as well as pursuing other “Stigma Busting” activities; and
 8. Helping the Executive Director cover NAMI’s participation in the various ongoing mental health meetings in the state.
- **Requirements:** Meets once a month by conference call or in person at the office – Possible 2 hours of work between meetings

Conference Committee

- **Description:** The goal of this committee is to organize all aspects of the annual NAMI Vermont Conference, including venue, speakers, workshops, schedule, promotions, and other event arrangements.
- **Requirements:** Meets monthly or as determined via conference call or in person beginning in the fall and ending after the conference in the spring.

Consumer Council Committee

- **Description:** To assist NAMI Vermont in growing into a more inclusive family where consumers of mental health services are needed and encouraged to provide leadership, guidance, and a helping hand to fellow consumers along the road towards recovery. Reaching out to affiliates so they know how to encourage consumer involvement and leadership.
- **Requirements:**
 - Meets once a month by conference call.
 - Members complete up to 5 hours of personal community work that benefits peers