

COMMITTEE DESCRIPTIONS

2019

EXECUTIVE COMMITTEE

Description: The Executive Committee consists of the Board Officers (President, 1st Vice-President, 2nd Vice-President, Treasurer, and Secretary). This committee is responsible for working in support of, and occasionally in place of, the full board. The work of the committee revolves around five major areas listed below.

Commitment: Meets periodically throughout the year in person or by conference call.

Responsibilities:

1. Performs policy work

- Carry out specific directions of the Board, and act on policies when they affect the work of the Executive Committee or when the full Board directs the committee to do so.

2. Acts as a liaison to 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. Helps develop a strategic plan

- Initiate the Board's involvement in establishing a strategic framework or direction.
- Lead the Board's efforts to develop the strategic plan.

4. Conducts 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 prior to hiring a new Executive Director.

5. Handles urgent issues

- Resolve an emergency or organizational crisis (e.g., loss of funding or unexpected loss of Executive Director.)

FINANCE COMMITTEE

Description: The Finance Committee is responsible for 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.

Commitment: Meets once each month in person at the NAMI Vermont office or by conference call.

Responsibilities:

1. Reviews the organization's financial statements and monitors cash flow, assets, and adherence to the approved 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.

GOVERNANCE COMMITTEE

Description: The Governance Committee is responsible for guiding the organization regarding how it makes decisions. The Governance Committee carries out those decisions in a way that empowers our members and serves our mission.

Commitment: Meets once each month or every other month in person or by conference call.

Responsibilities:

1. Reviews and recommends changes to improve bylaws and policies.
2. Nominates Board candidates to lead the organization.
3. Helps the board evaluate its effectiveness and develop its capacity.
4. Guides the development of infrastructure to support the mission, such as affiliate development, committee structure, and selection/development of officers.
5. Oversees elections
6. Assists leadership (Board of Directors and Executive Director) with governing the organization in a transparent, inclusive, and collaborative manner.
7. Ensures the organization is governed with fidelity to the mission, vision, and values of NAMI Vermont.

ADVOCACY COMMITTEE

Description: The Advocacy Committee is responsible for advocating on behalf of individuals and families who live with mental illness. NAMI Vermont’s advocacy efforts help promote recovery and build better lives for individuals and families affected by mental illness. The committee maintains a strong presence at the Vermont Legislature by advocating and supporting issues and policies that relate to our priorities and are important to individuals with mental illness and their families. The committee supports NAMI federal advocacy as appropriate. Members of the committee are active on work groups and committees that address issues related to mental illness. The committee fights stigma and discrimination by sharing information and educating individuals, families, professionals, leaders, the media, and the public about mental illness. The work of the committee empowers individuals and families to advocate for themselves through the educational opportunities and resources NAMI Vermont provides. The committee provides training for individuals to advance NAMI Vermont’s mission and builds partnerships within the community. As a grassroots organization, NAMI Vermont seeks advocates who have lived experience

Commitment: Meets once each month in person or by conference call. It is possible that up to two hours of work will need to be performed in between meetings.

Responsibilities:

1. Creates and updates Advocacy Priorities for NAMI Vermont
2. Identifies state legislation related to mental health
3. Identifies bills on which the committee should take a position
4. Testifies at state legislative committees on legislation in collaboration with NAMI Vermont
5. Assists with preparations for the annual Advocacy Day at the Statehouse in Montpelier
6. Alerts, informs, and educates membership on important state and federal legislation as well as relevant regulations
7. Keeps membership informed of the status of critical bills
8. Participates in various ongoing mental health meetings/committees throughout the state
9. Identifies education and outreach opportunities in collaboration with programs and affiliates:
 - a. Advocacy training opportunities for membership
 - b. “Stigma Busting” activities
 - c. Public education opportunities through various media outlets
 - d. Exhibit opportunities at conferences/events
10. Tracks legislation and relevant data
11. Adheres to the scope of work as defined in the Vermont Department of Mental Health (VDMH) Grant.

EVENTS COMMITTEE

Description/Responsibilities: The Events Committee is responsible for organizing all aspects of the annual NAMI Vermont Conference and the annual MINDWalk, including venue, speakers, workshops, schedule, promotions, and other event arrangements. The goal of the annual NAMI Vermont Conference is to provide information about evidence-based best practices in treating and living with mental illness in a balanced way that addresses the needs of providers, family members, and peers. The goal of the annual MINDWalk is to increase NAMI Vermont's visibility and raise funds to support the organization.

Commitment: Meets once each month or more in person or by conference call.

PEER LEADERSHIP COUNCIL

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. Advocating for ourselves and others, while sharing experiences on navigating Vermont's Mental Health services.

Commitment: Meets once each month by conference call. Each member is required to complete up to five hours of personal community work that benefits peers.

Responsibilities:

1. Chair
 - a. to have an agenda written and send out to the council members and any guests
 - b. oversee the meeting make sure we stay on task and that it runs smoothly.
 - c. to understand and review important issues that need to be evaluated and discussed throughout the state
2. Vice Chair
 - a. to work with the chair on establishing an agenda
 - b. running the meeting when the chair is absent
 - c. to bring forth to the council any important issues that are going on in the state
3. Secretary
 - a. to take the minutes of the meeting
 - b. Actively participate in the meeting
4. Representative to the Board
 - a. will attend the board meetings
 - b. report back what discussed
 - c. lead the discussion on anything consumer related we need to discuss and want to bring to the board attention.
5. Members
 - a. to attend the conference call
 - b. actively be a voice on consumer/family issues in your area