

## COMMITTEE DESCRIPTIONS 2022

### EXECUTIVE COMMITTEE

**Description:** The Executive Committee consists of the Board Officers (President, 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 as needed.

#### 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. 3<sup>rd</sup> Tuesday @ 5:00 p.m. for 1 hour.

#### 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. 3<sup>rd</sup> Monday @ noon for 1 hour.

### **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 month – twice a month during the legislative session. It is possible that up to two hours of work will need to be performed in between meetings. 1<sup>st</sup> and 3<sup>rd</sup> Thursday at noon for 1 hour – longer during legislative session.

### **Responsibilities:**

- Create and update Advocacy Priorities for NAMI Vermont
- Identify state legislation related to mental health
- Identify bills on which the committee should take a position
- Testify at state legislative committees on legislation in collaboration with NAMI Vermont
- Assist with preparations for the annual Advocacy Day at the Statehouse in Montpelier
- Alert, inform, and educate membership on important state and federal legislation as well as relevant regulations
- Keep membership informed of the status of critical bills
- Participate in various ongoing mental health meetings/committees throughout the state
- Identify awareness, education, and outreach opportunities in collaboration with programs and affiliates:
  - Advocacy training opportunities for membership
  - "Stigma Busting" activities
  - Public education opportunities through various media outlets
  - Exhibit opportunities at conferences/events

- Track legislation and relevant data
- Adhere 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 Walk fundraiser and the annual NAMI Vermont Conference which includes 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 Walk fundraiser is to increase NAMI Vermont's visibility and raise funds to support the organization.

**Commitment:** Meets once a month or more often as needed. Early evening (4:45 pm) for 1-1.5 hours.