

## **JOINING A COMMITTEE** **2022**

### **Current Committees:**

#### ***Standing Committees***

- Executive Committee  
*(eligibility to serve on the Executive Committee is limited to officers of the Board)*
- Finance Committee
- Governance Committee

#### ***Board and Ad Hoc Committees / Work Groups***

- Advocacy Committee
- Events Committee
- Diversity, Equity, and Inclusion Workgroup
- Annual Meeting Committee
- Board Nominating Committee

### **Joining a Committee:**

All committee members must be approved by the Board. All NAMI Vermont members are eligible to serve on NAMI Vermont committees except for the Executive Committee which is limited to officers of the Board.

1. Interested participants are encouraged to attend two committee meetings prior to joining the committee as a voting member. Board members can be approved as a voting member on a committee without meeting the requirement to attend two meetings first.
2. The Committee Chair or NAMI Vermont staff will discuss the role of the committee, time commitment, and skills of the individual to determine if they meet the requirements. Any relevant documents pertaining to the committee such as past minutes and the committee charter will be shared.
3. The Committee Chair will provide information to the Board President or Executive Director about any new committee members that they would like approved by the Board.
4. Once the Board has decided regarding the application of a member to join a committee, a NAMI Vermont Board Member or staff member will notify the Committee Chair and the new member.

### **Expectations of Committee Members:**

1. Be a NAMI Vermont Member.
2. Attend meetings in person or by conference call.
3. Vote at meetings when motions are presented.
4. Notify the chair or office about their absence from a meeting
  - a. Two unexcused absences could serve as a basis to revoke voting privileges.
5. Actively participate in and between meetings (in person, by phone, email, etc.)
6. Respect the diverse ideas and opinions of other members.

### **NAMI Vermont and/or the Chairperson will:**

1. Give notice of the place, date, and hour at which a committee meeting is to be held no less than two (2) days prior to the meeting.
2. Provide access to information, materials, and past minutes of the committee upon request.

### **Quorum:**

1. A majority of the committee shall constitute a quorum.
2. A majority of those present shall have power to act on all matters before the committee.

### **Committee Meeting Documents:**

NAMI Vermont uses Office 365/Microsoft One Drive to store and share documents with committee members. These files include the agenda, minutes, and any work documents provided at the meeting. Any volunteer who needs training to use One Drive, should notify the office to schedule a training.