

COMMITTEE DESCRIPTIONS

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, reviewing content of Financial Statements and Reports, and recommending financial investments as appropriate.

Commitment: Meets once each month. 4th Tuesday @ 4:00 p.m. for 1 hour.

Responsibilities:

1. Meets monthly to review the organization's financial statements monitoring cash flow, assets and adherence to budget.
2. Develops a financial management plan for investments.
3. Develops and monitors fiscal management policies.
4. Reports to the board on the state of NAMI Vermont's finances.
5. Guides the budget development process and reviews drafts of the budget prior to presentation to the board.
6. Ensures that NAMI Vermont is audited annually and that audit adjustments are entered in a timely fashion.
7. Identify alternative grants / fundraising sources and opportunities.

GOVERNANCE COMMITTEE

Description: The Governance Committee is responsible for NAMI Vermont Board operations and the overall operation of NAMI Vermont in accordance with its Articles of Incorporation, Bylaws, and Policies.

Commitment: Meets once each month or every other month. 3rd Monday @ noon for 1 hour.

Responsibilities:

1. Advance organizational development as follows;
 - a. Review and recommend revisions to the Corporation's Bylaws;
 - b. Review and recommend revisions to the Corporation's Board Policies;
2. Be responsible for assembling a nominating subcommittee or workgroup to be actively recruiting a slate of candidates to be recommended to the Board;
3. Provide Board training and an orientation;

In carrying out the functions of a **nominating subcommittee/workgroup**, Governance shall follow these guidelines.

- Include at least one (1) Officer and a current Director in the process.
- Identify skills and diverse backgrounds for the Board of Directors by reviewing the composition of the Board.
- Seek candidates for the Board that address gaps in skills, experience, and other factors.
- Seek recommendations from the membership through notice in the member newsletter and through other media sources. Provide the opportunity for members to self-nominate within the established timeframe.
- Submit a recommended slate of candidates after review by Governance for approval by the Board of Directors at least forty-five (45) days prior to the Annual Member Meeting.

Ensure Directors receive all nominations to be voted on at the September meeting. The membership receives the Annual Business Meeting packet at least thirty (30) days prior to Annual Member Meeting.

ADVOCACY COMMITTEE

Description: 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 platform 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 will encourage public outreach to raise awareness of NAMI Vermont and its services. 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. 1st and 3rd Thursday at noon for 1 hour – longer during legislative session.

Responsibilities:

- Create and update Advocacy Platform for NAMI Vermont.
- Identify state legislation related to mental health on which the Advocacy Committee should take a

position.

- Begin to create a coalition of mental health advocates to provide a united effort to advance legislation we support.
- Influence and educate legislators via committee testimony and one-on-one conversations.
- 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; and
 - 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 NAMI Vermont Conference, the annual NAMIWalks Vermont, the annual NAMI Vermont Online Auction and other events. When planning events, we will be inclusive of diversity, equity, inclusion, and belonging.

Commitment: Meets once a month or more often as needed. 5:00-6:00 pm.

Responsibilities:

- Set event goals at the beginning of the planning process for each event.
- Assist with all aspects of event planning: venue, date(s), agenda, activities, roles, food, etc.
- Research/identify potential speakers/workshops for the annual NAMI Vermont Conference (preferably one year in advance of the event).
- Solicit captains and participants for the annual NAMIWalks Vermont.
- Solicit exhibitors/sponsors, and group registrations.
- Solicit vendors, businesses, and individuals for auction items.
- Promote events.
- Assist on the day of each event.

Revision Note: Updated 10/1/2024