
National Association for Court Management

Board
Resource Guide





NACM BOARD RESOURCE GUIDE

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Welcome to the NACM Board!

This NACM Board Resource Guide is designed to help orient you to the functions of the NACM Board as well as your role and responsibilities within the organization. For returning Board Members, please use this Guide to refresh your role and responsibilities on the Board.

As a board member, you assume considerable responsibility for the smooth functioning of the board and the efficient and effective operation of the organization.

Each new board member will be assigned a seasoned board member as a mentor. Please take advantage of this worthwhile relationship. Your mentor will assist you in navigating through your first year on the Board.

NACM board members are committed to its members and the advancement of the field of court administration. You are challenged to participate, bring ideas, and represent NACM with honor and resolve.



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I. BOARD ORIENTATION

Take a moment and familiarize yourself with the [NACM website](#), its [committees](#) and the various resources throughout, including the Conference app, and the [CORE menu](#). Pay particular attention to the [National Agenda](#) and the recent [Strategic Plan](#) (discussed below).

The President will assign you a Board Mentor. Your mentor has been on the board for at least one year. In addition to regular new board member check-ins, your mentor will be a great source of institutional knowledge and background on NACM and how it operates. You will likely be assigned to assist with one of NACM's committees. Reach out to the chair of that committee for guidance and assistance. You are highly encouraged to sit in on any committee calls or meetings that your schedule permits. You will be notified of the time and date of all committee calls.

As a board member, you are part of the leadership of NACM. Feel free to ask questions and engage as that is what leaders do. Doing so will make you a better board member.

What to do within the first week:

- (1) Read through this guide
- (2) Sync NACM email and calendar
- (3) Add all of the NACM Board conference calls to your calendar
- (4) Add all of the NACM Board meetings and conferences to your calendar
- (5) Send your BIO to the NACM's Association Services Manager

What to do by August 31st:

- (1) Review materials on NACM Board webpage
- (2) Participate in one New NACM Board Member conference call
- (3) Complete at least one conference call with your NACM Board Mentor
- (4) Participate in at least two NACM committee conference calls

What to do by October 1st:

- (1) Read through the NACM [Operations Manual](#)
- (2) Read through NACM [Strategic Plan](#)
- (3) Read through the NACM [Bylaws](#)
- (4) Access the [NACM Board of Directors Files on Box](#)

Important Notes:



-
- (1) Board engagement is expected
 - (2) Nearly all communication is done via email and conference calls
 - (3) Attendance on Board calls, at Board meetings, and at both conferences is expected

II. BOARD NORMS

Relationship Norms

We will:

- ✓ Contribute ideas and solutions
- ✓ Recognize and respect the differences in personal style
- ✓ Be flexible and respect the collaborative relationship among Board members and between the Board and the staff.
- ✓ Strive to achieve the best possible outcomes
- ✓ Treat Board Members, staff and invited guests as equal partners in discussions, while recognizing the Board's ultimate authority to determine policy and strategic direction.

Conflict-Management Norms

We will:

- ✓ Not interrupt another member
- ✓ Acknowledge valid points made by meeting members
- ✓ Not dismiss any relevant and reasonable idea without exploring it
- ✓ Build upon each other's ideas
- ✓ Not make personal attacks on another member
- ✓ Encourage effective dialogue before decision-making

Note - Every Board Member shares responsibility to call for the Chair to declare a "pause" in discussion to reflect on Board process if discussion is heated, inappropriate or not proceeding toward a reasonable end.

Meeting Preparation Norms

- ✓ Meeting agendas will be posted in advance.
- ✓ All possible efforts will be made to assure that all meeting materials are accessible and discernable for all board members.



-
- ✓ Board Members will be notified of unavoidable exceptions to this rule as soon as they are known
 - ✓ Board Members will have completed assigned tasks and come to each meeting prepared to act on agenda items
 - ✓ If a Board member is unable to make a scheduled meeting/function, the member will notify the meeting chair as soon as possible prior to the meeting

Meeting Norms

We will:

- ✓ Be on time to all meetings
- ✓ Devote our whole attention to business during meetings, refraining from engaging in side-bar conversations or outside work during meetings/on-line searches/emails, etc.

Further:

- ✓ Minutes will be kept of each meeting and posted and include motions, main points of discussion, and total votes for and/or against and/or abstentions.
- ✓ The quality of information in minutes is the responsibility of Board members. Draft minutes will be provided to all Board members. Board members have a responsibility to review draft minutes and advise of any needed revisions.
- ✓ Any Board member may request that the Chair call for a discussion of the appropriate level of record for any particular discussion or action item. Options include, but are not limited to: documentation of motion, major points of discussion and overall vote tally; drafting and approval of a formal resolution containing “whereas” clauses that explain the major reasons for a Board’s decision and “resolved” clauses declaring the decision; an extensive record of motions, amendments, and dispositions with statements either attributed or not attributed to board members by name.
- ✓ To promote meaningful and accurate minutes, portions of a board meeting may be recorded for the convenience of the Board secretary

Decision Making Norms



We:

- ✓ Make decisions by formal vote
- ✓ Make judgments by consensus when it will help move discussion forward
- ✓ Try to clearly define options in advance or by brainstorming
- ✓ Evaluate options in a fact-based manner
- ✓ Test for consensus giving everyone a voice
- ✓ Do not stay silent if we cannot support a decision; we at least register our unease and request time to reflect and assess other facts
- ✓ Only revisit decisions if new information is discovered.

Once a decision is made, everyone at the meeting should feel they were part of the decision and own it.

III. OFFICERS AND DIRECTORS

The NACM Board is comprised of five officers and ten directors. A list of the officers and directors and their contact information can be found on the NACM Board [Webpage](#).

IV. COMMITTEES

The Association has Permanent, Standing, and Special and Ad Hoc Committees that are managed by and report to the Board. Permanent Committees are established in the Bylaws and are necessary for the continued operation of the association. Standing Committees are designed to provide an enduring service to enable the purpose of the organization. Special/Ad Hoc Committees may be established by the president and are of limited purpose and duration. The minutes posted by each committee are a great way to get background.

Permanent Committees: Executive, Nominations, and Governance

Standing Committees: Communications, Conference Development, CORE®, DEI, Membership Services, and Past Presidents

Note: Several committees have subcommittees established to help accomplish the goals of the committee to include Website, Social Media, International, State Associations, and Early Career Professionals.



Special Committees: Joint Technology Committee (JTC) and partnership liaisons with other organizations

Finally, there are National Center for State Courts (NCSC) Committees with NACM representation such as the Institute for Court Management (ICM) Advisory committee. NACM also has a representative on the NCSC Board that serves a 3-year term.

V. STRATEGIC PLAN

NACM has developed a 2023-2025 [Strategic Plan and Annual Priorities](#) that includes goals and objectives of the organization.

The NACM vice president is responsible for monitoring committee progress toward achieving the goals and objectives of the Strategic Plan and reporting to the full Board. Committees are tasked with helping to execute the Strategic Plan and providing updated information to the plan as it relates to their committee accomplishments and goals.

Mission of NACM

NACM is a member organization dedicated to educating court professionals, providing community, sharing information, and advocating on important court and justice system topics.

Vision of NACM

NACM will be a preferred source for education and innovative practices and a leading voice for the court management profession.

Core Values of NACM

Core values are fundamental beliefs that guide behavior and action. NACM's core values encompass basic principles for guiding NACM's performance as well as its internal and external relationships. NACM is the VOICE of the profession and succeeds by connecting:

Action
Inclusive
Collaboration



DiVersity
InnOvative
EngagIng
CCommunity
SEervice
EthicS

VI. BIOGRAPHIES

Each board member is to create and update annually a short biography describing their work and educational history as well as NACM position, duties and other related information. Completed biographies should be delivered to the Association Manager and Website Subcommittee chair, Roger Rand within one week of the post annual conference board meeting. Current board [biographies](#) may be used as examples and can be found on the [NACM website](#).

VII. CONFLICT OF INTEREST

NACM strives to maintain the highest ethical standards in all policies, procedures and programs and to avoid any conflicts of interest. The conflict of interest policy is designed to help directors and officers identify situations that present potential conflicts of interest and to provide NACM with a procedure for ensuring that such potential conflicts are disclosed to NACM and properly addressed.

Each Board Member is asked to disclose any conflict of interest at the beginning of each term year. All conflicts or potential conflicts must be disclosed and either waived or remedied. The Vice President will distribute the policy and form at the post-conference board meeting and collect signed forms before the conclusion of that meeting. The [conflict of interest policy](#) and [form](#) can also be found on the [NACM Board](#) site.



VIII. MEETINGS

As a member of the NACM Board, you are expected to actively participate in all board meetings and committees to which you have been assigned. While you will not be assigned to all committees, it is recommended that you participate in as many committee meeting calls as possible to help you stay connected with the ongoing activities of the association.

- [Complete schedule of all in-person and conference call Board meeting dates](#)
- Committee meetings can be found on the NACM meeting calendar and on the committee pages of the [website](#).

Pursuant to Section 3.2 of the [Operations and Procedures Manual](#), the Board shall hold, at a minimum, four regularly scheduled in-person meetings each year (the year beginning in July and ending in June of the following year).

- (1) A fall meeting will be held at the site of the following year's annual conference
- (2) One meeting immediately prior to the midyear conference
- (3) One immediately prior to the annual conference
- (4) One immediately following the annual conference

In addition to the four regular in-person meetings set forth in the NACM Bylaws, Article IV, Section 3(A), the Board shall also hold a minimum of three regularly scheduled conference call meetings each year. These are usually scheduled in September, January, and May. The schedule of conference calls is at the discretion of the President.

NACM uses Robert's Rules of Order to keep meetings running smoothly and efficiently. Robert's Rules are logical, and they aren't a bad set of guidelines for running a meeting; but they're also very detailed and nitpicky. In addition, running a Board by Robert's Rules can be really intimidating to those who aren't familiar with them and with procedure in general. Don't let this scare you. Most meetings are fairly laid back and the rules are used only when formality and voting is necessary. Motions are recorded accurately in the minutes, for instance, and we want the chair to have the capacity to keep the meeting under control while still allowing for free discussion and giving everyone a chance to be heard.



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A. In-Person Board Meetings

Fall Board Meeting – October 11-13, 2024 – Omaha, NE

Officers: Friday, October 11, 2024

Board: Saturday and Sunday, October, 12-13, 2024

Midyear Conference, February 7-8, 2025 – Atlantic City, NJ

Officers: Friday, February 7, 2025

Board: Saturday, February 8, 2025

Annual Conference, July 18-19, 24, 2025 – Omaha, NE

Pre-Conference -

Officers: Friday, July 18, 2025

Board: Saturday, July 19, 2025

Post-Conference -

Board: July 24, 2025

B. Dress Code for In-Person Board Meetings

Unless otherwise instructed by the NACM President, the following dress code is suggested for meetings –

Midyear Conference Board Meeting – Casual Attire

Annual Conference Board Meetings – Business Attire

Fall Board Meeting – Casual Attire

Annual Post-Conference Board Meeting – Casual Attire, following full Board picture requiring Business attire.

C. Conference Calls

A complete schedule of conference calls (board and committee calls) will be found on the NACM meeting calendar.

Conference calls for both board meetings and other committee meetings are accessed through NACM's Zoom service



To setup a meeting:

[Login](#)

[Credentials](#)

[Guide/Training](#)

[Features](#)

nacm@nacmnet.org |

NACMZooms8

If you are not familiar with Zoom, check out the [video tutorials](#). Please use **your court email address** when registering for training sessions.

Zoom Meeting/Webinar includes:

- Accommodation of up to 100 participants for meeting and 1000 for webinar
- Web Audio (*no telephone required*)
- Dial-in Conference Line (*for participants who have a poor internet connection for VoIP*)
- Screen Sharing
- HD Video
- 24/7 [Customer Support \(Live Support\)](#)
- Mobile App (*visit your app store to download Zoom's mobile app*)
- Ability to Record Meetings

**Zoom
meetings**

All scheduled meetings should be logged on the NACM Google Calendar so there are no conflicts. Only one meeting may be held at a time.



D. Setting a meeting on the NACM Calendar

If you plan to schedule a meeting, please be sure to check the calendar before making final meeting plans. If the date and time are available, add meeting details to the NACM Board calendar to reserve the conference call line and add guests following the instructions below:

Step 1: Access NACM Calendar at <https://www.google.com/>.

Step 2: Log in with your new nacmnet username and password.

Step 3: In the upper right corner, select calendar.

Step 4: Be sure to select the NACM calendar on the left side of the screen.

Step 5: Click on the day you want to schedule a meeting and enter your meeting information. Make sure the NACM calendar is selected within your meeting.

IX. TRAVEL ARRANGEMENTS

A. Airline Reservations

- Airfare for board meetings is covered in the NACM budget for the Midyear Conference and Fall Board Meeting. Directors are responsible for their own travel for the Annual Conference unless otherwise directed.
- Airfare should not to exceed \$500. Please use your preferred airline to book your flights. If you've already purchased your flight, you will be reimbursed for up to \$500. NACM will not reimburse fees for early boarding, upgrades, delayed flights, change of flights, or more than 1 checked bag. You will be responsible for these fees. You may be reimbursed for one checked bag and to reserve a seat in the main cabin.
- If you cancel after you have purchased your ticket, you will not be reimbursed, or will be expected to pay NACM back.

Generally, flights of less than \$400 are preferred but any flight over \$500 must be approved by the NACM President or designee in advance of booking. See [Travel Reimbursement](#) Policy of the Operations Manual for more information on making airline reservations.



Hotel reservations are made by Association Services staff for conferences and the fall board meeting at the contracted hotel. Board members will receive a request to fill out any special requests and to confirm their individual dates. Once reservations are made, board members will receive confirmation details.

Staying at our contracted hotel is important to NACM, to the destination where we are holding this meeting, and ultimately to you as a NACM member. When you book a hotel outside of the block, and a contracted room goes unsold, we must pay penalty fees to the hotel. In addition, the inability to prove the actual number of hotel rooms occupied weakens our negotiating power in the future. Convention and visitors bureaus are funded based upon their ability to fulfill the room night goals which have been contracted; a reduction in funding means fewer goods and services which make our meeting a success.

As a board member, it is especially important that you stay in the contracted hotel to set an example for others, and to maximize the negotiated savings to NACM.

B. Travel Reimbursement

- Overview:

Board members attending midyear and fall board meetings shall be reimbursed pursuant to the Travel Reimbursement Policy. Officers attending the annual conference board meeting shall be reimbursed pursuant to the Travel Reimbursement Policy. (See [Travel Reimbursement Policy](#))

Directors are not reimbursed by NACM for attendance at the annual board meetings conducted during the annual conference; however, the conference registration fee will be waived and *possibly* 2 or 3 nights lodging (dependent on the year's budget) at the contracted hotel. Airline and all other lodging and meals for the remainder of the annual conference will be the board member's responsibility.

- [Travel Voucher \(Expense Reimbursement Form\)](#)

The travel voucher along with instructions will be sent to the board via email prior to each meeting.



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Forms should be signed and receipts attached, except for meals, and emailed within 30 days of the meeting to ecarr@ncsc.org. Alternatively, if you prefer to mail your documents you may do so to:

National Association for Court Management (NACM)
c/o National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185

If you have questions, please call NACM's Association Services Manager at (757) 259-1544.

- Automatic Deposit

An invitation from bill.com will be sent to you inviting you to receive automatic deposits of reimbursement expenses. Once you have completed this form, any payments will be sent in this manner.

X. NACM BOARD SITES AND SERVICES

A. NACM Board Website

Overview

The [NACM board website](#) contains information such as Board Rosters, Board Conference Calls & Meetings, Committees, Conference information, Finances, Leadership, and Letterhead.

Committee webpages

Several of the NACM committees have their own webpage listing information such as agendas, meeting minutes, rosters and other information relevant to the specific committee or subcommittee. The following committees have webpages (click on hyperlink):

1. [Communications Committee](#)
 - a. [Website](#)
 - b. [Social Media](#)



-
2. [Conference Development Committee](#)
 3. [CORE® Committee](#)
 4. [Membership Services Committee](#)
 - a. [Early Career Professionals SubCommittee](#)
 - b. [International SubCommittee](#)
 - c. [State Associations SubCommittee](#)
 5. [Governance Committee](#)
 - a. [Ethics](#)
 6. [DEI Committee](#)

B. NACM Board of Directors Box Files

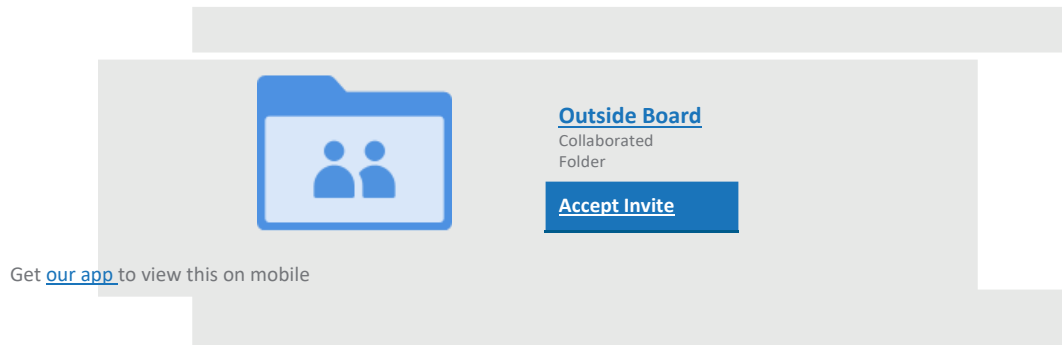
Overview

The NACM Board is given access to “Outside Board of Director’s Files” through an online access point on the National Center for State Courts Box System. The NACM Board of Directors uses the box to store budgets, contracts, meeting minutes, grants, transition documents, etc. Each Committee also uses the Box System to store committee related documents.

How to Access

After the post-Annual Conference Board Meeting, you will receive an email invitation you to collaborate on a folder.

"Hello, I want to share my folder, "Outside Board of Directors Files", on Box." – Carr, Erin



Once you have accepted the invitation, you will have access the Outside



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Board of Directors Files, which you may get to with the following link - [Outside Board of Directors Files](#).

Note: NACM board members will use their NACMnet.org email address to login to box.

Who has Access to NACM Board of Directors Box Files?

Through yearly update by Association Services, each current board member has access during their respective term. NACM's Association Services Manager also has access.

Why Would You Access the NACM Board of Directors Box Files?

Board members may access the site to assist in their regular board and committee work. For example, you may have volunteered to update one of the CORE® curricula and need access to the Word version; A committee may be interested in knowing summary results of previous NACM member surveys; There may be a need to see NACM contracts to review specifics of the services provided; There may be interest in knowing the current Dual Membership partnerships for possible marketing in their publications; You may want a sample .PPT for the CORE®, National Agenda or NACM Overview; or you may need a NACM logo for use.

C. eMail

You can receive NACM e-mail at the address provided for you by the Association Manager. Addresses usually are designed with **firstname@nacmnet.org**. The NACM website and letterhead directs members to this email address. Please check your mailbox regularly (at least once or twice each week) or forward it to another email address (i.e. your work address).

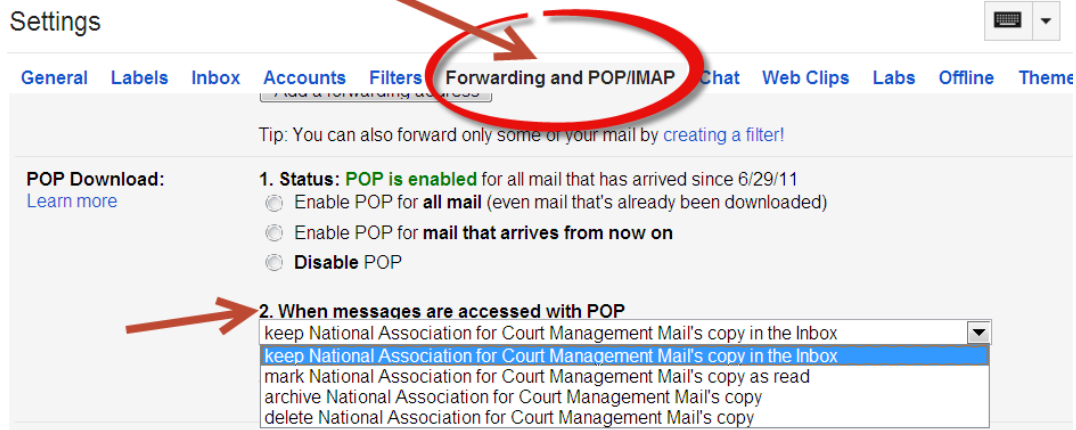
Managing forwarded emails

To retain a copy of received emails in your Gmail account after forwarding, under Settings select "Forwarding and POP/IMAP" as shown below. Go to



“POP Download:” and select the appropriate option under “2. When messages are accessed with POP.”

Note: Should you select the “delete....” option, you will not see the incoming messages in your Gmail account.



Groups

Group emails may be set up for several people to receive an email that is sent. Examples of group emails are: technologyawards@nacmnet.org and careers@nacmnet.org.

Contacts

A board@nacmnet.org and a officers@nacmnet.org address has been set up which reaches all board members in the former and all officers in the latter. Please note, Association Services staff are not included in these addresses, so you will need to add them to your message if they need to be included.

Adding your NACM account to your existing devices

Your NACM email account and calendar can be added to most accounts and devices (i.e. Outlook, iPhone, Android, etc.).



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Adding an Auto Signature

The following link will assist you with setting up your signature block for NACM: <https://nacmnet.org/nacm-email-signatures/>. Alternatively, you can cut and paste this sample and modify it as needed:



NAME
Title, Board of Directors
National Association for Court
Management
000-000-0000
email@nacmnet.org



Please contact the current NACM Secretary/Treasurer if you need assistance.

D. Style Guidelines

It is important to keep NACM's brand consistent on all official communications. A [NACM Style Guide](#) may be found on the nacmnet.org website under resources. In addition, NACM letterhead will be found in the Outside Board of Directors Box folder for use by Board Members for minutes, agendas, letters and other communications or documents.



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XI. PARTNERS OF NACM

NACM Partner Guide					
2/28/2022	Organization	Title	Invitee	Notes	Annual Invite (B)oard meeting or Submit (L)etter
Invited to midyear and annual conferences. Registration fee waived for annual conference (COSCA pres. & liaison; SJJ; & CCJ pres. invited to both with waived reg fee). NACM pays travel & conference expenses for NACM President or designee to attend partner conference/meetings - attendee should request to attend partner board meeting.	American Judges Association	President	Judge Yvette M. Alexander	Waived	B
	Conference of Chief Justices (CCJ)	President	Chief Justice Paul A. Suttell	Waived	B
	Conference of Court Public Information Officers (CCPIO)	President	Darren Toms	Non Waived	B
	Conference of State Court Administrators (COSCA)	President	Jeff Shorba	Waived	B
	International Association for Court Administration (IACA)	President	Sheryl Loesch	Waived	B
	National Association of State Judicial Educators (NASJE)	President	Todd Brower	Waived	B
	National Center for State Courts	President	Mary McQueen	Waived	B
	National College of Probate Judges (NCPJ)	President	Hon. James P. Dunleavy	Waived	B
	National Council of Juvenile and Family Court Judges (NCJFCJ)	President	Hon. Hiram Puig-Lugo	Waived	B
	CITOC	Chair	Casey Kennedy	Waived	L



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annual conferences. Attendees must pay registration fee. Unless special circumstances exist, no reimbursement for NACM President or alternate to attend partner meetings/conferences.	National Association of Drug Court Professionals (NADCP)	CEO	Carson Fox	Non Waived	L
	National Association of Presiding Judges and Court Executive Officers (NAPCO)	Chair, Board of Directors	Hon. John J. Russo	Non Waived	L
	National Council of Juvenile and Family Court Judges (NCJFCJ)	CEO	Joey Hastings	Non Waived	L
	National Association of Women Judges (NAWJ)	Executive Director	Laurie Hein Denham	Non Waived	L
	State Justice Institute (SJI)	Executive Director	Jonathan Mattiello	Non Waived	B
	American Bar Association (ABA)	President	Reginald Turner	Non Waived	L
	Council of Chief Judges of the State Court of Appeal (CCJSCA)	President	Judge Morris Silberman	Non Waived	L
	Federal Court Clerks Association (FCCA)	President	Denise M. Lucks	Non Waived	L
	Justice Management Institute (JMI)	President	Elaine Nugen-Borakove	Non Waived	L
	National Conference of Appellate Court Clerks (NCACC)	President	Larry Royster	Non Waived	L
	National Conference of Bankruptcy Clerks (NCBC)	President	Una M.O'Boyle	Non Waived	L
	National Court Reporters Association (NCRA)	President Elect	Jason Meadors	Non Waived	L
	National Conference of State Trial Judges in conjunction with ABA	Chair	Honorable David M Connors	Non Waived	L
	National Consortium on Racial and Ethnic Fairness in the Courts (NCREFC)	President	Honorable Susan Maven	Non Waived	L



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Invited to mid year and	National Judicial College (NJC)	Chair	Honorable Benes Z. Aldana	Non Waived	L
	National Legal Aid and Defender Association (NLADA)	Chair	Rhodia Thomas	Non Waived	L
	Right to Counsel Campaign (RTC)	Project Director	Lillian Tuttle	Non Waived	L
Partner/Liaison Appointments - Invite President or Director to mid/year and annual conferences. Attendees must pay registration fee. Unless special circumstances exist, no reimbursement for NACM President or alternate to attend partner meetings/conferences.		Contact/Letter recipient	NACM Rep		
	American Institute of Architects – Jim Beight (AIA)	Jim Beight	Kathy Griffin 2021-2022		
	Global Justice Information Network	Kevin Bowling, Chair	Kevin Bowling		
	IJS Court Advisory Committee	Joe Wheeler, MTG, Chair	Jeffrey Tsunekawa 2020-2022		
	NCSC Board Representative		TJ BeMent 2019-2022		
	Self-Represented Litigations Network (NACM pays registration and travel to attend SRLN conf dependent on NACM budget)	Katherine Alteneder, Director	Angie VanSchoick 2021-		
	State Associations and Mid-Atlantic Association for Court Management (Dual partner)				
	Joint Technology Committee Kevin Bowling Chair 2021-2024 Paul DeLosh 2021-2024 Roger Rand 2020-2023 Jeffrey Tsunekawa 2020-2023 Kelly Steele 2020-2023				



XII. NATIONAL CENTER FOR STATE COURTS

A. Contract

NACM has entered into a three-year contract (January 2022 – December 2024), with the National Center for State Courts to provide secretariat services to NACM. The [contract is available](#) for review on the board webpage and NACM Board Connected Community. The agreement is a fixed-price contract, meaning that the amount charged is guaranteed in advance provided requested work can be accommodated within the agreed upon scope of services. A bonus has been incorporated for exhibit and sponsorship revenues generated above a specific threshold by the National Center on behalf of NACM. Additional charges only apply for services outside the scope.



B. Contacts

NCSC staff members in regular contact with the NACM Board are listed below.
(Note: Contact information is not for dissemination and should only be used by the Board.)

Association Services

Erin Carr
NACM Association Services
Manager
ecarr@ncsc.org
757-259-1544

Oversight and management of all NACM affairs on behalf of NCSC.



Jude DelPreore
NACM Educational Consultant
jdelpreore@ncsc.org

Works with Conference Education Committee to develop conference programming for Annual and Midyear Conferences. Responsibilities outlined in Education Scope of Services found in NCSC-NACM Agreement.



Valerie Gardner
Event and Conference
Coordinator
vgardner@ncsc.org
757-259-1571

Oversees RFP and hotel/vendor contracting process. Responsible for conference logistics, conference app, etc.





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Cassie Bradshaw
Program Specialist
cbradshaw@ncsc.org
757.259.1568

Administrative support to NACM to include membership and conference registration processes.



Stacey Smith
Executive Assistant to the
President/Exhibits Coordinator
ssmith@ncsc.org
757-259-1816

Works with vendors for exhibit and sponsor needs for NACM conferences as well as selling Advertisements in Court Manager and Court Express.



Chuck Campbell
Editor
National Center for State Courts
ccampbell@ncsc.org
757-259-1838

Works with Court Manager and Court Express editors on publications to include editing, design, printing and distribution.





Executive Team

Mary McQueen
President
mmcqueen@ncsc.org
757-259-1820



Jesse Rutledge
Vice President of Public Affairs
jrutledge@ncsc.org
757-259-1505



Director, Association Services



GLOSSARY

AIA **American Institute of Architects.** Based in Washington, D.C., the AIA has been the leading professional membership association for licensed architects, emerging professionals, and allied partners since 1857. NACM and AIA have a working agreement the purpose of which is to advance the mutually beneficial, informal cooperative working relationship that exists between the National Association for Court Management (NACM) and the American Institute of Architects, Inc. (AIA) through its Academy of Architecture for Justice (AAJ).

ACA **Arizona Courts Association.** The Arizona Courts Association (ACA) is a non-profit professional organization with a membership of approximately 800 persons from all court jurisdictions in the state. Established by a joint resolution of the Arizona Court Clerks Association and the Arizona Association for Court Management at a joint meeting on November 4, 1988, membership includes nationally known experts in the field who have pioneered innovative systems for resolving major problems. This organization is a NACM Dual Membership partner.

AACM **Arkansas Association of Court Management.** The Arkansas Association of Court Management is a non-profit professional organization To increase the professionalism of court managers through educational seminars, training programs and conferences. This organization is a NACM Dual Membership partner.

CCJ **Conference of Chief Justices.** Founded in 1949 to provide an opportunity for the highest judicial officers of each state to meet and discuss matters of importance in improving the administration of



justice, rules and methods of procedure, and the organization and operation of state courts and judicial systems, and to make recommendations and bring about improvements on such matters.

CCPIO **Conference of Court Public Information Officers.** Court Public Information Officers (PIOs) serve as liaisons between the judiciary and the public and can be found at all levels of the justice system, including the trial courts, appellate courts and administrative offices of the courts. Although duties can vary considerably among states and court jurisdictions, a Court PIO is generally responsible for media and public relations, community outreach, education, and publications.

COSCA **Conference of State Court Administrators.** Established in 1955 and dedicated to the improvement of state court systems. Its membership consists of the state court administrator or equivalent official in each of the fifty states, the District of Columbia, Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the Virgin Islands.

CITOC **Court Information Technology Officers Consortium.** The Conference of State Court Administrators (COSCA), the National Association for Court Management (NACM) and the National Center for State Courts (NCSC) formed the organization comprised of court chief information officers from around the country. These senior level information officers come from both the state level and the trial court level, and will assist Judicial Branch leaders in resolving business and technology problems. Per CITOC's Charter, NACM appoints a representative to their Executive Committee.



ECP **Early Career Professional.** Any NACM member who has either (a) ten or fewer years of experience in a court or as a judicial branch professional, or is less than 40 years of age.

IACA **International Association for Court Administration.** Founded in 2004 and legally incorporated in 2005. IACA promotes improved court management and administration in all countries. It seeks to improve the administration of justice by advancing modern standards of performance and efficiency in how courts operate and serve their clientele. It fosters professionalism and collegiality among those who serve in court systems throughout the world.

ICM **Institute for Court Management.** ICM is an educational support division of the National Center for State Courts. NACM offers an annual [scholarships](#) to attend the ICM Fellows program.

IJIS **Integrated Justice Information Systems Institute.** A nonprofit organization dedicated to joining forces with its Member companies to unite the private and public sectors for improving mission-critical information sharing and safeguarding. The IJIS Institute Court Advisory Committee contributes to the advancement of information sharing standards between courts and justice, law enforcement, corrections, health, and other stakeholders.

JTC **Joint Technology Committee.** The Joint Technology Committee was established by COSCA, NACM and NCSC to develop and promote technology standards for the court; improve court processes and business practices; ensure adequate education and training for court leaders in technology; and collaborate with the justice community



and other stakeholders. NACM appoints five (5) members to JTC for three-year terms.

JMI **Justice Management Institute.** The Justice Management Institute, a non-profit organization based in Arlington, Virginia, provides cutting edge research, education and training programs, and technical assistance in justice policy, planning, and operations. JMI is known for innovative approaches and solutions for advancing knowledge and practice in the administration of justice. In essence, JMI's work focuses on "doing the right thing" as well as how "to do things right."

MCAA **Michigan Court Administration Association.** The mission of MCAA is to support the advancement of Court Administration in Michigan. This organization is a NACM Dual Membership partner.

MACCA **Michigan Association of Circuit Court Administrators.** The mission of MACCA is to improve the administration of justice, increase the proficiency of court managers, share and promote best practices in administration, serve as a vehicle or updates on court rules, legislation and technology and take positions on issues of interest to court management. This organization is a NACM Dual Membership partner.

MAACM **Mid-Atlantic Association of Court Management.** The Mid-Atlantic Association for Court Management (MAACM) is a professional organization made up of individuals interested in court management. Founded in 1993 in Upper Marlboro, Maryland, the organization was created to provide effective educational programs that were only previously available at the national level. MAACM's



charge was to deliver these programs cost effectively to court professionals on a regional basis. This organization is a NACM Dual Membership partner.

[NASJE](#) **National Association of State Judicial Educators.** The National Association of State Judicial Educators (NASJE) is a non-profit organization, founded in 1975, that strives to improve the justice system through judicial branch education. NASJE is a leader in defining the practice of judicial branch education and in gathering and sharing resources among educators.

[NACE](#) **National Association of Court Executives.** The mission of The Nevada Association of Court Executives (NACE) is to promote quality court management and organizational leadership through education, professional standards, sharing of information, and process improvement resulting in the effective delivery of services to judicial stakeholders and the general public. This organization is a NACM Dual Membership partner.

[NAPCO](#) **National Association of Presiding Judges and Court Executive Officers.** Formerly the National Conference of Metropolitan Courts (NCMC) — is an independent, nonprofit, education and research organization of chief/presiding judges and court executives in state and local trial courts regardless of size or jurisdiction. It is committed to enhancing the effective administration of justice in general, limited and specialized courts through strengthening leadership; modernizing court processes, technology and facilities; streamlining performance; promoting trial court innovations; and advancing judicial independence, the Rule of Law, and public accountability.



[NAWJ](#) **National Association of Women Judges.** Since its formation in 1979, NAWJ has inspired and led the American judiciary in achieving fairness and equality for vulnerable populations. NAWJ's mission is to promote the judicial role of protecting the rights of individuals under the rule of law through strong, committed, diverse judicial leadership; fairness and equality in the courts; and equal access to justice.

[NCPJ](#) **National College of Probate Judges.** The National College of Probate Judges ("NCPJ"), organized in 1968, is the only national organization exclusively dedicated to improving probate law and probate courts. "Probate jurisdiction" varies from state to state. However, generally, all probate courts handle cases involving the estates of deceased persons, adult guardianship and protective proceedings, and mental health and addictive disease treatment, and matters concerning developmentally disabled persons. In some states, probate courts handle adoptions, certain juvenile matters, and/or guardianship and conservatorship of minors.

[NCJFCJ](#) **National Council of Juvenile and Family Court Judges.** The vital and important work of the NCJFCJ began in 1937 when a group of judges came together looking to improve the effectiveness of the nation's juvenile courts. And over the past 80 years, the NCJFCJ has sought to address the myriad of issues in juvenile and family justice courts. This organization is a NACM Dual Membership partner.

[NCSC](#) **National Center for State Courts.** The organization courts turn to for authoritative knowledge and information. Its efforts are directed



by collaborative work with NACM, CCJ COSCA, and other associations of judicial leaders.

SRLN **Self-Represented Litigant Network.** The Self-Represented Litigation Network (SRLN), a leading voice in the national movement for 100% access to civil justice, supports justice system professionals focused on the question of how best to reform ALL aspects of the legal system (courts, legal aid, the bar and non-legal partners) so that SRLs experience the courts (and indeed the legal system) as a consumer oriented environment guided by the principles of equal protection and due process. SRLN is a resource center that provides toolkits, evaluation, implementation guidance and thought leadership; we are a network that connects and supports reform minded leaders throughout the country; and offer a geospatial data and analysis hub for the civil justice space. NACM has an appointed liaison with SRLN.

SJI **State Justice Institute.** Established by federal law in 1984 to award grants to improve the quality of justice in State courts, facilitate better coordination between state and federal courts, and foster innovative, efficient solutions to common issues faced by all courts. NACM has been fortunate to receive grants to support its goals and mission.