



Committee Information

Each Committee Chair is expected to provide the incoming Chair with overall information about their new committee and their role as Chair. Please provide detailed information, including (but not limited to) the sections covered below.

COMMITTEE

1. PURPOSE:

2. COMMITTEE STRUCTURE: The Committee currently consists of the following regular subcommittees (additional subcommittees may be created at any time to address issues and projects on an as-needed basis):

3. COMMITTEE RESPONSIBILITY AND ANNUAL AGENDA

COMMITTEE'S ACTIVITIES SHOULD INCLUDE CONSIDERATION OF THE FOLLOWING:

- a) NACM PRESIDENT'S GOALS:
- b) NACM STRATEGIC PLANNING AND GOALS:
- c) IDENTIFYING OTHER COMMITTEE GOALS AND MAJOR ACTIVITIES:

4. COMMITTEE MEETINGS

- a) FREQUENCY:
- b) CONFERENCE CALL ACCESS:

5. COMMITTEE REPORTS

- a) FREQUENCY:
- b) CONTENT:

6. BOARD MEETINGS - CHAIR EXPECTATIONS

7. NACM CONFERENCE BUSINESS MEETINGS - CHAIR RESPONSIBILITIES

8. NACM COMMITTEE CIRCLES (BOARD NETWORKING) - CHAIR RESPONSIBILITIES

9. Suggested Planning Schedule (if appropriate): This section should include date sensitive activity and planning information. (ex: budget due dates)

10. HANDING OFF COMMITTEE CHAIR RESPONSIBILITIES

- a) PRESENTING CHAIR WITH DOCUMENTATION (INCLUDING UPDATING THIS COMMITTEE INFORMATION DOCUMENT):
- b) COMMUNICATING WITH NEW COMMITTEE CHAIR: