

NCWM Volunteer Leadership: What is the Commitment?

NCWM offers many opportunities for its members to serve in volunteer leadership positions. This document outlines the duties and commitment associated with serving on the Board of Directors, Standing Committees, Subcommittees, Steering Committees, and Task Groups.

Board of Directors

NCWM Chair:

This includes serving 4 years, one in each of the following positions:

- Year 1 - Chair-Elect
 - Make all committee, subcommittee, and task group appointments
 - Attend 4 quarterly board meetings on NCWM travel expenses
 - Attend quarterly NTEP Committee meetings
 - Attend 4 regional meetings to represent NCWM with NCWM paying travel expenses for the 3 in which the chair-elect does not reside
 - Attend the annual Board Orientation Meeting
 - Attend the annual Committee Development Meeting
 - Participate in occasional virtual meetings and board listserv conversations
 - Prepare in advance for all meetings
- Year 2 - Chair:
 - Preside over 4 quarterly board meetings on NCWM travel expenses
 - Attend 4 regional meetings to represent NCWM with NCWM paying travel expenses for the 3 in which the chair does not reside
 - Attend Interim and Annual Meetings, participating in open hearings and work sessions
 - Co-preside with the executive director in the annual Board Orientation Meeting
 - Co-preside with the chair-elect and executive director in the annual Committee Development Meeting
 - Participate in occasional virtual meetings and board listserv conversations
 - Make all task group and subcommittee appointment
 - Prepare in advance for all meetings
- Year 3 - Immediate Past Chair
 - Serve as NTEP Committee Chair
 - Preside in quarterly NTEP Committee meetings
 - Make all NTEP sector and work group appointments
 - Serve as the Nominating Committee Chair
 - Meet at the Interim Meeting to select nominees to the board
 - Approach each nominee to verify acceptance
 - Attend 4 quarterly board meetings on NCWM travel expenses
 - Attend Interim and Annual Meetings, participating in open hearings and work sessions

- Participate in occasional virtual meetings and board listserv conversations
- Prepare in advance for all meetings
- Year 4 – Awards Subcommittee Chair
 - Preside over the Awards Subcommittee Meeting at the Interim Meeting to:
 - Review all nominees
 - Develop recommendations to the board
 - Report recommendations to the board

Treasurer: 3-Year Term

- Attend the annual Board Orientation Meeting during first year as treasurer
- Attend and present the Treasurer’s Report at 4 quarterly board meetings on NCWM travel expenses
- Attend Interim and Annual Meetings, participating in open hearings and work sessions
- Consult with the Executive Director on investments as needed
- Review monthly financial reports provided by office staff
- Prepare in advance for all meetings

Regional Representative Director: 5-Year Term

- Attend the annual Board Orientation Meeting during first year on Board
- Attend 4 quarterly board meetings on NCWM travel expenses
- Attend Interim and Annual Meetings, participating in open hearings and work sessions
- Participate in occasional virtual meetings and board listserv conversations
- Prepare in advance for all meetings
- Serve as a liaison between the regional association and the Board of Directors

At-Large Director: 5-Year Term

- Attend the annual Board Orientation Meeting during first year on Board
- Attend 4 quarterly board meetings on NCWM travel expenses
- Attend Interim and Annual Meetings, participating in open hearings and work sessions
- Participate in occasional virtual meetings and board listserv conversations
- Prepare in advance for all meetings

Associate Membership Representative Director: 3-Year Term

- Attend the annual Board Orientation Meeting during first year on Board
- Attend 4 quarterly board meetings on NCWM travel expenses
- Attend Interim and Annual Meetings, participating in open hearings and work sessions
- Participate in occasional virtual meetings and board listserv conversations
- Prepare in advance for all meetings
- Serve as liaison between the board and associate membership

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Standing Committees

1. Term: 5 years

- Attend the Committee Orientation Meeting during first year on Committee with NCWM covering travel expenses.
- Attend Interim and Annual Meetings, participating in open hearings and work sessions (NCWM offers travel expenses as needed to attend Interim Meetings)
- Participate in virtual meetings and email discussions throughout the year
- Assist in developing:
 - Interim Meeting Reports
 - Carryover items from the last Annual Meeting
 - Annual Reports
- Serve as a liaison between the NCWM Committee and the regional association
- Be familiar with and adhere to the NCWM Committee Handbook
- Prepare in advance of all meetings

Chair in addition to Part 1:

- Attend the Committee Orientation Meeting
- Preside over the Committee Open Hearings and Work Sessions
- Mentor the Committee Vice-Chair

Vice-Chair in addition to Part 1:

- Assist the Chair during Open Hearings and Committee Work Sessions as needed
- Shadow the Chair in preparation for Chairing the following year, or in the event the Chair needs to step down
- Assume the duties as Chair in the Chair's absence
- Mentor new committee members

Committee Coordinator:

- Attend the Committee Orientation Meeting Annually with NCWM covering travel expenses.
- Attend Interim and Annual Meetings, participating in open hearings and work sessions (NCWM offers travel expenses as needed to attend Interim Meetings)
- Participate in virtual meetings and email discussions throughout the year
- Advise the committee as needed to adhere to NCWM policies and the Committee Handbook
- Assist the Chair as needed in coordinating committee activities throughout the year

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Subcommittees, Steering Committees, and Task Groups

In-person meetings are at the discretion of the group.

Term of Service:

- Subcommittee: Indefinite
- Steering Committee: Upon completing the assigned charge by the designated deadline or at the direction of the NCWM chair.
- Task Group: Upon completing the assigned charge by the designated deadline or at the request of the Standing Committee it serves

Chair:

- Schedule and preside over meetings and email discussions
- Adhere to NCWM policies
- Maintain progress toward goals
- Provide updates to the:
 - Board of Directors, Standing Committee, or Subcommittee it serves
 - Board of Directors or Standing Committee it serves during the Interim and Annual Meeting open hearings

Members:

- Participate in meetings of the group, virtual and in-person
- Assist in developing reports