

HOW YOU COULD BE A NMA DIRECTOR

The identification of director volunteers is the responsibility of the Nominating Committee with assistance from chapter presidents, other directors, area chairs and the NMA staff. Only one director can volunteer from an affiliated chapter to fill a vacancy for a three year term or a one year appointment. The process is;

1. Determine individual qualifications based upon observation and knowledge
2. The volunteer fills out and signs a Director Petition and gets the signatures of his/her supervisor, Chapter President and a Company Executive
3. He/she submits the completed form to NMA headquarters

Any contact with the individual's supervisor (in order to obtain approval) shall be with the permission and guidance of the volunteer. Such contact might include the following:

- A letter from the NMA President to his/her executive management requesting an individual's involvement as a director
- Personal visits by the NMA staff, Area Chair, or current directors

It is highly recommended that volunteers for a position on the NMA Board of Directors possess the following qualifications:

- Have served as a chapter/council president or other major office
- Have demonstrated basic leadership skills
- Be currently employed in an organization that allows the individual to function in all capacities required of a director
- Be able to obtain approval from executive management, immediate supervisor, and the chapter/council president
- Be able to dedicate equal representation and service to all assigned chapters
- Possess strong communication skills and be willing to speak before NMA groups

ESTIMATED DIRECTOR EXPENSES AND TIME

(Based on an average of 3 or 4 assigned chapters) **Personal**

| Meeting | Cost | Workdays | Days |
|----------------------------|----------------|----------|-----------|
| January Board Meeting | \$1,000 | 1 | 2 |
| Leadership Dev. Conference | 700 | 2 | 2 |
| June Board Meeting | 1,000 | 1 | 2 |
| Annual Conference | 1,500 | 4 | 2 |
| Chapter Servicing | 0 | 0 | 3 |
| Total | \$4,200 | 8 | 11 |

Dollar estimates may vary slightly depending on distance to be traveled. Chapter meetings are almost always held in the evening. Work days for chapter service would require no more than one day at a time, often only 1/2 day, again depending on the distance traveled. Those days would be spent in attending chapter board meetings, appearances at general membership meetings, or conducting leadership training.

The NMA Director

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THE ROLE OF AN NMA DIRECTOR

The role of an NMA Director is key to the success of NMA. He or she has an opportunity to make a substantial contribution to the progress of NMA, to expand personal leadership horizons, and to make lasting personal and professional friends. How much one gains in personal growth and experience is directly related to the contribution one makes to NMA...THE Leadership Development Organization.

There are four words, which represent the main responsibilities of an individual who serves as a NMA Director. These words are AID, INTERPRET, COOPERATE, and LISTEN.

AID...chapter officers in organizing and conducting efficient chapter operations, such as planning valuable programs and placing emphasis on values and services to be gained from NMA.

INTERPRET...NMA policies, procedures, and new developments in educational materials to executive management and officers of assigned chapters.

COOPERATE...with other directors and NMA staff in the development of policy and the formation of new NMA chapters...with councils in their activities, and...with chapters to promote teamwork and leadership development.

LISTEN...to those you serve.

DUTIES OF THE NMA DIRECTOR

1. *Responsibility to the Board of Directors*

- a. Attend board meetings (3 each year)
- b. Represent chapter views on board policy decisions
- c. Counsel chapters on board decisions affecting chapter operations
- d. Be aware of views of other directors on the board and in your Area

2. *Responsibility to Assigned Standing Committees*

- a. Serve on assigned board committees (2)
- b. Attend each committee meeting and fully participate
- c. Follow through on committee activities, which may occur between board meetings

3. *Responsibility to Assigned Chapters/Councils*

- a. Maintain monthly communication with assigned chapters and councils
- b. Visit each chapter as often as possible
- c. Assist chapter leaders in establishing annual goals and objectives
- d. Keep chapters informed on all NMA programs
- e. Alert chapters to the need for annual renewals (i.e., IRS, CEU, Sponsored Speaker, etc.)
- f. Encourage chapters to participate in all facets of the NMA recognition program
- g. Meet with executive advisors of assigned chapters as needed
- h. Keep chapter members aware of the connection with NMA headquarters

- i. Install chapter officers
- j. Encourage assigned chapters to join a council
- k. Participate in and contribute to local council program

4. *Responsibility to Area Chair*

- a. Report to Area Chair monthly
- b. Receive chapter assignments from Area Chair
- c. Report each chapter contact to Area Chair on Director's Monthly Service Report
- d. Advise Area Chair of any chapter's special needs
- e. Report to Area Chair when you are unable to fulfill a commitment

5. *Responsibility to NMA Headquarters*

- a. Encourage chapters to use the NMA staff as a source of information
- b. Cooperate with staff in conducting NMA Conferences
- c. Submit a copy of your Director's Monthly Service Report (every month)
- d. Develop awareness of business and industry in your geographic area; make recommendations and attempts to open doors to form a new chapter
- e. Keep NMA staff informed of activities
- f. Report any assigned chapter problem areas to NMA staff
- g. Keep in contact with the staff advisors for assigned committees
- h. Read all correspondence to chapter leaders from NMA headquarters

THE RELATIONSHIP BETWEEN THE NMA DIRECTOR AND THE NMA STAFF

Due to the increased emphasis on new chapter development, NMA Directors now play a more vital role in helping to maintain healthy chapters in a geographic area. At the direction of the NMA Board of Directors, the NMA staff relies on directors to take the leadership role in servicing chapters and identifying needs or areas of concern.

With the United States broken down into six geographic areas, it is not financially feasible for the NMA staff to make frequent visits to each chapter. Therefore, they must rely heavily on director input to keep them abreast of problem areas or chapters which might need on-site training and counseling.

Each director should maintain regular contact with both the Area Chair and the NMA staff. Open and direct communications decrease the chance of misunderstandings and confusion. With both the paid staff and volunteers providing leadership to assigned chapters, local officers benefit from an abundance of input. Harmonious relations among the chapters are directly related to effective leadership provided by directors.