NAMI Maryland Board Member Responsibilities and Expectations

1. Mission, Values and Organizational Goals

    a. Become familiar with NAMI and NAMI Maryland organizational, strategic, and governing documents

    b. Work towards accomplishment of the mission, values, goals and objectives of NAMI Maryland and the national organization, in collaboration with the Board as a whole and the Executive Director.

2. Take advantage of all opportunities to educate oneself about NAMI and NAMI Maryland peer education and support programs, public and targeted outreach and education, and advocacy efforts.

3. Active Participation

    a. Board and Committee Meetings

        i. Board members should participate actively on the Board and on at least one committee or workgroup.

        ii. Meetings should be set well in advance and are in person, conference call and/or online.

        iii. Members must attend meetings on a regular basis. If you are not able to attend, please notify the President or Chair and/or the Executive Director in advance. For in person meetings: please arrive prior to the meeting start time so that we can start on time. If you have items to add to agenda, please notify the President/Chair at least five days before the meeting.

    b. Other Events

        i. Board Education Meeting: Board members should attend the annual board education and orientation meeting, usually a half-day.

        ii. Annual Education Conference: Board members are expected to attend at least one full day of the conference, usually held in the Fall.

        iii. Annual Business Meeting: Board members must attend the meeting, usually held in June. The meeting is usually a half-day event, includes the report to the membership, election of Board

members and awards. This is when members vote on any proposed bylaws amendments.

iv. Strategic Planning Meeting: Attend the meeting, held once per year. The meeting is 1-2 weekend days.

4. Fundraising

   a. Access networks and affiliations on behalf of NAMI Maryland, to expand its outreach, education, partnerships and/or resources.

   b. Participate actively in the NAMIWalks event, usually held annually in the spring, by: creating a personal Walk team and inviting personal contacts to join and raise money on behalf of the Walk team; soliciting sponsorships for the Walk as a whole; and distributing outreach materials through personal and professional networks where appropriate.

   c. Make and fulfill an annual financial commitment that is *significant to the individual Board member*, separate from raising funds or providing in-kind donations. (Most grant makers require evidence of 100% financial participation of board members.)