What is NACM?

- Not-for-profit or non-profit
  - Legal corporate status of the incorporated business known as the National Association for Court Management
- Exempt organization – IRS designation exempting Federal corporate income tax
  - 501 (c) 3 - religious, charitable, scientific or educational purposes
  - Can use tax exempt status in some states; depends on the state laws

NACM’s history

- Created in 1985 by the merger of:
  - National Association of Trial Court Administrators
  - National Association for Court Administration

NACM’s Structure

- **Board of Directors**
  - Ten Directors; Three year terms beginning in July
  - Five Officers; One year term beginning in July
- **Nomination Process:**
  - Submit candidacy application and resume by June each year
  - Interviewed at the annual conference
- **Elected by the membership at the annual conference**
- **Committees:**
  - Planning / Governance
    - Ethics
    - Strategic plan
    - Bylaws/Ops Manual
  - Conference Development / Education
  - Membership
    - ECP
    - Mentor
    - Awards (JAA, Merit, ECP, Perkins)
    - International
  - Communications (Publications, Social Media, Website)
  - Finance
  - Past Presidents
  - Nominations
NACM’s Governance - Bylaws
• Rules and regulations enacted by an association or a corporation to provide a framework for its operation and management
• Reviewed by the Board annually
• Revisions must be approved by the membership

NACM’s Governance – Operations Manual
• Operating procedures which provide more detail for day-to-day management and Board operations
• Reviewed by the Board annually
• Approved by the Board

Duties of a Director
• Official duties contained in Operations Manual
• Represent membership interest in the conducting of the affairs of the organization
• Attend meetings of the Board
• Consult and act with other Directors and Officers in the administration of the Association
• Serve as chairperson of a committee or subcommittee
• Report the plans and activities of the committee, subcommittees and obtain board approval of projects
• Undertake any special work assigned by the President/Board
• Actively participate in the recruitment of new members
• Serve on committees; work toward the growth as defined in the NACM Strategic Plan
• Serve as members of the Speakers Bureau for NACM
• Each director must:
  - Know your obligations
  - Deliver what you promise
  - Be accountable

General Duties of the Board as a Whole
• Develop and maintain a NACM national agenda
• Draft and adopt resolutions
• Select facilities that are conducive to networking/development of cohesion of members
• Conduct a leadership seminar for state leaders prior to the annual conference
• Encourage members to participate in NACM committees
• Provide committee chairs with guidance
• Encourage greater ethnic, racial, gender diversity in NACM
• Develop and maintain a capacity to obtain external funding for high priority activities
• Attend the annual and midyear conferences
• Serve as host and/or reporter to sessions as requested by the Conference Development Committee
• Represent NACM at local, state, regional or national events, meetings or conferences as needed
Protect NACM’s Assets
• The organization should ensure proper use and safeguarding of assets

Board Legal Duties
• Articles of incorporation
• Finance and Audit
  - NACM Investment Policy Statement
• Tax
• Contracts
• Conflict of Interest Policy
• Conflict of Interest Certificate

Ensure Transparency
• Relationships and decision making should be transparent
• Board decisions should be reflected in minutes
• Members are encouraged to ask questions
• Candidates’ Forum
• Parliamentarian – Robert’s Rules of Order
  - Designated board position

General Expectations
• Time Commitment
  - Working board – not figurehead positions
  - Expected to produce products/outcomes
  - Expected to participate
  - Conference calls
  - In-person meetings 3 times per year
  - Availability in-between calls and meetings
  - Conference attendance and involvement

Before you Apply?
• Visit the NACM website, in particular, the Governance page.
• Join a Committee or subcommittee
• Discuss with board members their perceptions:
  - The organization
  - The time commitment throughout the year and at board meetings/conferences

Qualities of Successful Board Members
• Hard working
• Positive attitude
• Thoughtful in action and in communication
• Ability to lead a small group of professionals
• Ability to produce results
Board Member Enrichment
• Impact on the profession of court administration
• Being part of the most innovative court trends
• Development of leadership skills
• Public speaking
• Non-profit management experience
• Networking opportunity

NACM Initiatives
- The Core
- The National Agenda
- Value added membership