



Future NACM Board Members
Shared Interest Group, July 2015

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