

GENERAL COMMITTEE GUIDELINES

All NAJIT committees are reconstituted after the annual conference. This allows the Board of Directors to evaluate the chairperson and members from the previous year. A chairperson or co-chairpersons will then be appointed. The Board and the incumbent or incoming chairperson(s) of each committee will vet potential committee members from a list of volunteers obtained through various sources. When appropriate, committee members can be reappointed. The Board has the ultimate say on all committee appointments. All chairpersons and committee members will be listed on the committee page at najit.org.

Communication between the individual committees and the Board of Directors is vital to the success of the association and the committees. Any actions performed on behalf of the Board of Directors or in the name of the association must be previously approved by a majority of the NAJIT Board of Directors. In the event that a given committee initiative necessitates funding, a detailed explanation of the expense, its goal and rationale must be presented to the Board of Directors for approval prior to committing to the expense. All committee communications should occur through the committees' @najit.org email distribution list. The NAJIT chairperson and Executive Director will be included on all committee distribution lists to ensure communication with the Board and headquarters.

NAJIT committees can utilize the organization's audio and video conference platforms for the purposes of meetings and to advance their goals and objectives. Committee chairpersons should contact NAJIT headquarters to reserve and schedule access to the platforms and to generate instructions and codes for committee members to join meetings.

NAJIT headquarters is available to help advance the goals and objectives of the individual committees. However, the Board of Directors and NAJIT headquarters will prioritize the use of time and resources in the best interest of the association.

NAJIT explicitly retains all rights to any intellectual property resulting from the work of all committees whether published or not. This includes but is not limited to trademarks, copyright, patents, and design rights.

To facilitate orderly transitions and to assist committee chairpersons, the work of NAJIT committees should be divided into the following three phases:

RECONSTITUTION OF THE COMMITTEES

To appoint committee members, the committee chairperson(s) should review the list of potential volunteers and identify additional members for the committee. A suggested committee roster will be presented to Board of Directors for review and approval. Once the proposed roster has been approved by the Board of Directors, committee chairpersons will provide NAJIT headquarters with the full list of members along with their email addresses in order to list them on the committee page at najit.org and to create the committees' email distribution lists. Committee chairpersons can then communicate with their respective members to establish a meeting schedule.

LEADING THE COMMITTEE

The first order of business should be to determine the committee's priorities in order to set goals and objectives. Once the priorities, goals and objectives have been established, those should be shared with the Board of Directors for their input and suggestions.

Committees can then begin to brainstorm ideas to reach the given goals and objectives. From those sessions, committees can establish a "road map" to reach the stated goals and objectives. This "road map" should include timelines and a division of labor among the committee members. Committees can also leverage NAJIT social media platforms to disseminate information about the committee's goals, objectives, and accomplishments through communication with NAJIT headquarters. All committees should provide a monthly update to the Board of Directors. Committee chairpersons may join NAJIT's monthly Board of Directors conference call when appropriate and can also provide updates via email.

CONCLUDING THE WORK OF THE COMMITTEE

Committee chairpersons will gauge the interest of committee members to remain on the committee for the following year. All committee chairpersons will prepare a committee report to be shared with the membership at the NAJIT Annual Meeting in conjunction with the annual conference. This report should be submitted no later than April 1st.

Approved by the Board of Directors December 2017

Updated and approved by the Board of Directors July 26, 2018