

GENERAL COMMITTEE GUIDELINES

All NAJIT committees are reconstituted every year after the Annual Business Meeting. This allows the Board of Directors to evaluate the committee chairs and members from the previous year. A chair or co-chair will then be appointed. The Board and the incumbent or incoming chair(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 committee chairs and 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 successful functioning 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 requires 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 shall occur through the committees' @najit.org email distribution list. The NAJIT Chair and/or a designated staff member will be included on all committee distribution lists to ensure continuous communication with the Board.

NAJIT committees are free to use the organization's audio and video conference platforms for purposes of meeting and to advance their goals and objectives. Committee chairs 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, keeping in mind that administrative resources are limited and are shared by all committees and the Board.

NAJIT explicitly retains all rights to any intellectual property resulting from the work of any and 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 chairs, the work of NAJIT committees should be divided into the following three phases:

RECONSTITUTION OF THE COMMITTEES

For the appointment of committee members, the committee chair(s) should review the list of potential volunteers and identify any additional potential members for the committee. A suggested committee roster will be presented to the Board of Directors for review and approval. Once the proposed roster has been approved by the Board of Directors, committee

chairs 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 chairs 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 to establish a general work plan. Once priorities and the work plan have been established, they should be shared with the Board of Directors for their input and suggestions.

Committees can then begin to map out timelines and the division of labor among the committee members. Committees can also leverage NAJIT social media platforms to disseminate information about the committee's work plans in coordination with NAJIT headquarters. All committees are expected to provide a monthly update to the Board of Directors. Committee chairs may join NAJIT's Board of Directors video or conference call to provide these updates or they may be provided by email.

CONCLUDING THE WORK OF THE COMMITTEE

Committee chairs will gauge the interest of committee members to remain on the committee for the following year. All committee chairs will prepare a written committee report to be shared with members at the NAJIT Annual Business Meeting. This report should be submitted no later than 45 days prior to the Annual Business Meeting.

Approved by the Board of Directors December 2017

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

Revised and approved by the Board of Directors June 2020