CHAIR & VICE CHAIR POSITIONS

As a general rule, vice chairs of committees move into chair positions. However, anyone may submit a chair recommendation for consideration if they choose.

The incoming president-elect selects the vice chairs. As a general rule, individuals recommended for vice chair positions should have served on the committee. However, because of the special expertise of some individuals or the requirements of a committee at a given time, the incoming president-elect may select someone from outside the committee to serve as vice chair.

Individuals recommended for or requesting a committee leadership appointment should be aware of the following responsibilities:

1. Know the committee's purpose and scope.
2. Avoid duplication and create synergy between committees.
3. Establish measurable and quantifiable goals and report the committee's progress.
4. Create and implement programs and policies consistent with the strategic plan.
5. Plan and conduct effective meetings.
6. Prepare and distribute in advance a summary of committee goals.
7. Know the financial aspects of the committee and be familiar with the budget process.
8. Participate in the ongoing work of the committee outside the annual meetings.
9. Create an environment that encourages maximum member participation.
10. Identify and train future leadership of the committee.
11. Ensure that the committee follows appropriate program procedures.
12. Work through Headquarter staff to ensure all committee objectives are met.

Committee Chairs

Report to Board of Directors and President. Responsible for:  
· working with committee staff/committee members to create annual goals for the Board of Directors.  
· working with committee staff to schedule meetings for the year in advance and to communicate the schedule to committee members.  
· working with committee staff to create meeting agendas and appropriate information packages.  
· working with committee staff to be sure that notes are taken, minutes are created & distributed to committee members, and meeting reminders are distributed by staff.  
· attending and chairing meetings, being especially careful to solicit input from every committee member and to request votes as needed.  
· removing selves/asking other committee members to remove selves from issues representing either a conflict of interest or the appearance of a conflict of interest.  
· working with committee staff to report on committee activities to the Board of Directors (mid-year and year-end written reports and Directors Meeting agenda items as needed).  
· working with staff to submit reports to the monthly newsletter on committee activities as appropriate.  
· working with staff to produce annual budget/individual project budgets as appropriate (to be approved by Board of Directors) for any income/expenditure anticipated.  
· working with staff to report to Board of Directors regarding actual income and expense versus budget(s).  
· working with staff to plan and coordinate effective events as needed that meet budgetary guidelines.  
· bringing requests to Committee for discussion, providing recommendations to the Board of Directors as needed.

SOURCES OF COMMITTEE RECOMMENDATIONS

Committee recommendations for chair, vice chair and member positions are provided through the following sources:

1. NARPM leadership
2. Regional association presidents
3. Current Chairs and vice chairs
4. Staff

OWNERSHIP DISCLOSURE AND CONFLICT OF INTEREST POLICY

# Ownership Disclosure Policy

1. When NARPM has an ownership interest in an entity and a member has an ownership interest\* in that same entity, such member must disclose the existence of his or her ownership interest prior to speaking to a decision making body on any matter involving that entity.
2. If a member has personal knowledge that NARPM is considering doing business with an entity in which a member has any financial interest\*\*, or with an entity in which the member serves in a decision-making capacity, then such member must disclose the existence of his or her financial interest or decision making role prior to speaking to a decision making body about the entity.
3. If a member has a financial interest in, or serves in a decision-making capacity for, any entity that the member knows is offering competing products and services as those offered by NARPM, then such member must disclose the existence of his or her financial interest or decision-making role prior to speaking to a decision making body about an issue involving those competing products and services.

After making the necessary disclosure, a member may participate in the discussion and vote on the matter unless that member has a conflict of interest as defined below.

Conflict of Interest Policy

A member of any of NARPM’s decision making bodies will be considered to have a conflict of interest whenever that member:

1. Is a principal, partner or corporate officer of a business providing products or services to NARPM or in a business being considered as a provider of products or services ("Business"); or
2. Holds a seat on the board of directors of the Business unless the person’s only relationship to the Business is service on such board of directors as NARPM’s representative; or
3. Holds an ownership interest of more than 1 percent of the Business.

Members with a conflict of interest must immediately disclose their interest at the outset of any discussions by a decision making body pertaining to the Business or any of its products or services. Such members may not participate in the discussion relating to that Business other than to respond to questions asked of them by other members of the body. Furthermore, no member with a conflict of interest may vote on any matter in which the member has a conflict of interest, including votes to block or alter the actions of the body in order to benefit the Business in which they have an interest.

\*Ownership interest is defined as the cumulative holdings of the member, the member’s spouse, children, siblings and to any trust, corporation or partnership in which any of the foregoing individuals is an officer or director, or owns, in the aggregate, at least 50% of the (a) beneficial interest (if a trust), (b) stock (if a corporation) or (c) partnership interests (if a partnership).

\*\*Financial interest means any interest involving money, investments, credit or contractual rights.