

NAMI SUSSEX
TERMS OF REFERENCE FOR
BOARD COMMITTEES

Table of Contents

FUNDRAISING COMMITTEE	2
ADVOCACY & ANTI-STIGMA COMMITTEE	3
EDUCATION COMMITTEE	4
COMMUNITY OUTREACH & PROGRAM COMMITTEE	5
SUPPORT COMMITTEE	6

The following committees are not included: Executive Committee (comprised of NAMI Sussex officers); Nominating Committee (members appointed by the President); and the Bylaws Committee

FUNDRAISING COMMITTEE

Purpose

The goal of this committee is to oversee NAMI Sussex's overall fundraising.

Responsibilities

1. Establish a fundraising plan that incorporates fundraising activities for NAMI Sussex, including NAMI NJ Walk.
2. Identify and solicit funds from external sources of support.
3. To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
4. To be responsible for involvement of all Board members in fundraising, through personal giving, and the solicitation of others, in accordance with the Code of Ethics.

Membership

Chair - President

Treasurer

1 Member

Requirements

Meets 2x/year, 1.5 hours per meeting

Other meetings as required

Reporting

Written update to be emailed to board members within 7 business days after meeting. The update will be included in the subsequent Board of Trustees meeting.

ADVOCACY & ANTI-STIGMA COMMITTEE

Purpose

The goal of the committee is to engage in advocacy activities on behalf of those affected by mental illness, in line with the advocacy efforts of NAMI and NAMI NJ, and also work to eliminate the stigma associated with mental illness.

Responsibilities

Advocacy –

1. Post NAMI's and NAMI NJ's advocacy initiatives on our website, Facebook page, future newsletter, and distribute to email list as needed.
2. Review any legislative bills NAMI/NJ promotes and provide summaries and updates to members, as needed.
3. Coordinate any efforts to take a public position on any local issues that arise which require our advocacy.
4. Prepare templates for letters to be submitted to legislators, Freeholders, Town Councils, etc.
5. Encourage members to take action to support advocacy efforts.

Anti-stigma –

1. Take an active role in planning and coordinating local anti-stigma efforts.
2. Seek the assistance of partners from the community, especially the Mental Health/Substance Abuse Board, its Professional Advisory Committee (PAC), and its Legislative Advocacy Subcommittee, as well as the Sussex County Mental Health Task Force.

Membership

Temporary Chair - President

Treasurer

1 Member

Requirements

Meets 2x/year, 1.5 hours per meeting

Other meetings as required

Reporting

Written update to be emailed to board members within 7 business days after meeting. The update will be included in the subsequent Board of Trustees meeting.

EDUCATION COMMITTEE

Purpose

The goal of this committee is to provide effective program offerings that promote our mission of education to families and individuals affected by mental illness.

Responsibilities

1. Coordinate Family-to-Family, Basics, Law Enforcement (CIT and Code 9), Ending the Silence and Veterans (Homefront) programs.
2. Report progress, issues, and numbers of participants to the Board.
3. Recruit new teachers.
4. Brainstorm ways to advertise our courses and trainings.
5. Seek volunteers to provide information on the “Educating the Educator” program to school superintendents.
6. Provide “In Our Own Voice” presentations to the public.

Membership

Chair – Treasurer

1 Family-to-Family course teacher

1 Basics course teacher

1 Member

President (ex-officio member)

Requirements

Meets 2x/year, 2 hours per meeting

Other meetings as required

Reporting

Written update to be emailed to board members within 7 business days after meeting. The update will be included in the subsequent Board of Trustees meeting.

COMMUNITY OUTREACH & PROGRAM COMMITTEE

Purpose

The goal of the committee is to oversee community outreach efforts and program development, and evaluate the effectiveness of programs offered.

Responsibilities

Community Outreach –

1. Spread the word - expand use of social media about our services and programs.
2. Plan and coordinate volunteers for tabling events.
3. Prepare presentations members can give at service organizations (subject to approval by the president).
4. Prepare short presentations that can be provided to Human Resource departments of businesses.
5. Create a newsletter.
6. Maximize our outreach to and engagement with diverse communities (e.g. clergy, college students)

Program –

1. Plan guest speaker presentations, videos, In Our Own Voice, and other programs open to the public free of charge.
2. Prepare drafts of press releases, flyers, and PSAs for issuance by Publicity Coordinator.
3. Send thank you letters to guest speakers.

Membership

Chair – President

Vice President

Treasurer

2 Members

Requirements

Meets 4x/year, 1.5 hours per meeting

Other meetings as required

Reporting

Written update to be emailed to board members within 7 business days after meeting. The update will be included in the subsequent Board of Trustees meeting.

SUPPORT COMMITTEE

Purpose

The goal of this committee is to provide effective support groups that will promote our mission of support to families and individuals affected by mental illness.

Responsibilities

1. Plan and coordinate training opportunities for new facilitators.
2. Brainstorm ways to advertise the groups.
3. Report attendance and any challenges to the Board.

Membership (open to support group facilitators only)

Chair – Treasurer

2 Family support group facilitators

1 Connection group facilitator

1 PTS Connection Group facilitator

President (ex-officio member)

Requirements

Meets 2x/year, 1.5 hours per meeting

Other meetings as required

Reporting

Written update to be emailed to board members within 7 business days after meeting. The update will be included in the subsequent Board of Trustees meeting.