



Responsibilities of NPCA Member-Elected Directors

NPCA Member-Elected Directors are defined as those directors who are elected to the NPCA Board of Directors by NPCA members from within their geographic or country of service region.

NPCA Member-Elected Directors and Board-Elected Directors have the same responsibilities to direct and oversee the NPCA.

In addition to the roles and responsibilities for all Directors, Member-Elected Directors are asked to actively represent their constituents in a number of ways. Activities listed below are starting points in facilitating this role. NPCA welcomes other forms of participation as needed or offered from the Member-Elected Director.

Initial Communication:

- Reach out to each constituent group.
- Request to be added to constituent group mail and e-mail lists.
- Join pertinent NPCA Social Network, Facebook, Yahoo, or other social network groups, as appropriate.

On-going Engagement

- Participate in social networking groups on the NPCA Social Network community.
- Network with other regional Member-Elected Directors when in their area to learn of or participate in activities in their region, as time allows.
- Set up face-to-face meetings when possible (both in and outside own region as well as with recruitment offices).

Before and After Quarterly Board Meetings

- Solicit input from constituent groups before each Board meeting.
- Volunteer on a rotational basis to take a set of notes during the Board meeting for distribution to Member-Elected Directors (after factual verification by staff).
- Email each constituent group after each Board meeting (using a common set of notes per the above) as a follow up regarding upcoming activities and policy changes.

Other Duties

- Assist NPCA staff with outreach to constituent groups, as needed.
- Communicate to constituent groups to promote NPCA activities and to gather information on groups' activities.
- Contact the Governance Committee chair with other ideas, needs or help regarding the position of Member-Elected Director.