Responsibilities and Guidelines for
NPCA Board Member-Elected Directors
(Divisional Representatives)
APPROVED by NPCA BOARD 9-20-14
Governance Committee Update 11-18-15
Staff Update 1-31-22

RESPONSIBILITIES

NPCA Member-Elected Directors are elected to the Board of Directors by NPCA Members to represent one of the five US geographic divisions or four nationwide/worldwide (country of service, cause, affinity or workplace) divisions.

NPCA Member-Elected Directors and Board-Elected Directors have the same responsibilities to support the financial well-being of the NPCA and to direct and oversee its operations. They both advance the NPCA Vision: “A united and vibrant Peace Corps Community” and Mission: “To champion lifelong commitment to Peace Corps ideals.” Additionally, the Member-Elected Directors promote NPCA’s Goal: “To enable Members and Affiliate Groups to thrive,” through collaborative communications with NPCA Members and Affiliate Groups in their divisions.

Member-Elected Directors are elected two months prior to the Annual General Membership Meeting and serve for a three-year term to begin at the Annual Board meeting immediately following their election and end when their successors are seated.

See the 2015 NPCA Bylaws: Article IV- Member-Elected Directors for details about the nomination and election of Member-Elected Directors.

Member-Elected Directors (Representatives) are expected to:
- Know which Affiliate Groups lie within the division represented.
- Send a personal introduction to Affiliate Group leaders following their election.
- Initiate and implement communications between NPCA and Affiliate Groups.
- Assist Affiliate Groups to maintain active group membership in NPCA.
- Encourage and enable new Affiliate Groups to form and affiliate with NPCA.
- Encourage Affiliate Group leaders and local members to become NPCA Members.
- Encourage constituents to participate in NPCA activities (e.g. Peace Corps Connect, Advocacy, and voting in NPCA elections as appropriate).
- Help at the Affiliate Group Network (AGN) Annual Meeting as requested by the AGN Coordinator.

GUIDELINES

NPCA Affiliate Groups by Division

NPCA Affiliate Groups are organizations that have purposes that are in accord with those of the NPCA and are approved by the Board. They are organized into nine divisions.

1. A list of Affiliate Groups and states, countries, causes, affinities or workplaces represented can be found in the nomination packet for the Director’s election in each division.
2. A list of Affiliate Groups (with their contact information as provided) can be found on the NPCA website at https://www.peacecorpsconnect.org/company/directory
3. All current Affiliate Groups will be on the Affiliate Group leader contact list regularly updated and posted on BoardEffect. (Use of the Affiliate Group leader contact list requires compliance with the NPCA Data-sharing Agreement.)

4. Check with staff each month for new groups or groups that have dropped and follow up with an introduction or offer of assistance as appropriate.

**Initial Communications**

Member-Elected Directors (Representatives) should introduce themselves to the Affiliate Group leaders in their divisions shortly after their election. Here are some ways to do this:

1. Send a self-introduction email to the constituent Affiliate Groups.
2. Explain how to contact the Representative with their questions or concerns.
3. Include the Representative’s Peace Corps service history, experience with Affiliate Groups, city and state of residence, and other information to facilitate communications.

**NPCA Individual Membership**

As Representatives of the NPCA Divisions, Member-Elected Directors are in a unique and favorable position to promote membership in NPCA for PCVs, RPCVs and others. Here are some suggestions:

1. Encourage Affiliate Group leaders to become individual registered Members of NPCA as free members or Mission Partners.
2. Provide Affiliate Group leaders with background information on the NPCA Vision, Mission and Goals to help them better understand the reasons that local members should become members of the Peace Corps community by joining NPCA.
3. Assist Affiliate Group leaders to promote and recruit individual NPCA members.

**Affiliate Group Membership**

The Representatives can be instrumental in furthering the NPCA Goal: “To help Members and Affiliate Groups to thrive” and in supporting the formation of new Affiliate Groups that meet the needs of the Peace Corps community. They can:

1. Encourage groups in the division to maintain their status as NPCA Affiliate Groups.
2. Assist Affiliate Groups with the group renewal process at the beginning of the year.
3. Identify needs and opportunities among the Affiliate Groups and relay this information to the NPCA Board and staff.
5. Incorporate any new groups into your ongoing communications in the division.

**Connect with Affiliate Groups**

The more the Representatives know about their constituent Affiliate Groups, the better prepared they will be to represent, support, and communicate with them. Here are some hints:

1. Representatives may want to maintain a record of constituent Affiliate Groups and their leaders. A spreadsheet works well for including details.
2. Update the constituent list using the monthly contact list from NPCA staff.
3. Contact the out-going Representative to learn about the Affiliate Groups in the division.
4. To set up communications with constituent Affiliate Groups:
   - Ask to be included in Affiliate Groups’ newsletters, mailing lists, or listservs.
   - Arrange in-person meetings with Affiliate Groups when possible.
   - Attend Affiliate Groups’ special events whenever feasible.
● Schedule personal phone calls with Affiliate Group leaders
● Check the NPCA website for basic information on how to find Affiliate Groups online. (See link above.)
● Identify and become familiar with Affiliate Groups’ websites.
● Join social media platforms to connect online: Join Affiliate Groups’ Facebook Groups; Like Affiliate Groups’ Facebook Pages; Consider LinkedIn, Twitter and other social media.

**Ongoing Communications**

Once familiar with the Affiliate Groups in their division, Representatives can begin collaborative communications with constituents. Here are some options to consider:

1. All listed Affiliate Group leaders receive a monthly email newsletter from NPCA staff (in addition to the twice monthly member enewsletter). The Representatives also receive this newsletter.
2. Representatives may supplement the NPCA newsletters with additional communications.
3. There may be times when NPCA staff ask for help with outreach on specific issues.
4. Set up an online information forum for the division using Facebook, Yahoo Groups (listserv) or Google Circles. (Check out “NPCA-Midwest” on Facebook as an example.)
5. Ask Affiliate Groups to share their accomplishments and activities. Send newsworthy updates to brag@peacecorpsconnect.org
6. Encourage Affiliate Groups and members to share their Third Goal activities with the Peace Corps Office of the Third Goal by registering their activities at: https://www.peacecorps.gov/resources/returned/thirdgoal/register/
   NOTE: Peace Corps uses data from these reports to support funding requests.
7. Assist Affiliate Groups as requested to help upgrade their organizational structure through incorporation, bylaws or other standards, consulting staff as needed.

**Information to Share with Groups**

Affiliate Groups will be interested in information related to the overall Peace Corps community with particular emphasis on news about PCVs and RPCVs in their division. Here are some suggestions:

1. Inform country-of-service (global) Affiliate Groups about news, current events and developmental issues in their geographical divisions.
2. Share news that is specific to US geographical divisions with Affiliate Groups in the division.
3. Emphasize NPCA’s partnership with Peace Corps and the NPCA Goal: “to help Peace Corps be the best it can be” by sharing Peace Corps news with constituents.
4. Inform constituents about the work of the NPCA Board and their Representative’s role, responsibilities and accomplishments.

**Affiliate Group Network**

The NPCA Bylaws defines the Affiliate Group Network (AGN). Each Affiliate Group is allowed one voting member at the AGN Annual Meeting. All Affiliate Group leaders can participate. They can also join the AGN Facebook group.

1. The AGN Annual Meeting is held each year in conjunction with the NPCA Annual General Membership Meeting and Peace Corps Connect.
2. Representatives’ participation in the AGN Annual Meeting is usually requested by the AGN Coordinator and is important to its success.
3. AGN voting members elect the AGN Coordinator bi-annually.
**Governance**

Organizational and communications needs and opportunities change over time, so this is a working document. To submit questions or suggestions or request help regarding the position of Member-Elected Director (Representative), please contact the NPCA Board Governance Chair.