

NSMA PROCEDURE MANUAL COMMITTEE

FACT SHEET

TERM: One year

Appointed by the Vice President with NSMA BOD approval

QUALIFICATIONS: Active member of NSMA in good standing
Familiar with NSMA Bylaws and Standing Rules
Understand basic parliamentary procedures.
Strong organizational skills and ability to focus on details
Professional verbal and written communication skills
Recommended that the Chair have at least two years of NSMA BOD experience

RESPONSIBILITIES: Attend all NSMA BOD meetings and the annual NSMA General Assembly
Monitor uniformity of NSMA forms and documents
Monitor and update the NSMA Procedure Manual
Prepare year-end report

BOD NOTEBOOK CONTENTS:

Current NSMA operating budget
Retain year-end report for 7 years
NSMA BOD meeting minutes for 1 year or retain electronic access.
NSMA Bylaws and Standing Rules
NSMA BOD roster
NSMA Planning Calendar
Procedure Manual Committee calendar updated as needed
A paper copy of the NSMA Procedure Manual

NSMA PROCEDURE MANUAL COMMITTEE

The purpose of the Procedure Manual Committee is to manage and maintain the NSMA Procedure Manual which is used to improve the efficiency of NSMA BOD operations.

Rather than duplicate copies of AAMA forms referenced in either the Procedure Manual or the BOD Notebooks, it is preferable to simply refer to the AAMA website to ensure most current versions are being used. The chair should occasionally remind BOD members to use the AAMA website to look for updated samples.

Whenever possible, NSMA sample forms and documents will be stored electronically for ease of editing. This storage media can then be passed on from Chair to Chair. All NSMA documents should follow the same basic format. The NSMA logo, the title of each document and an indication of the last date the form was updated should be on the document. If the NSMA BOD approved the document by motion, this should be noted with the approval date. Chair is available to other NSMA BOD members in standardizing, developing and updating forms as well as general use documents (i.e., fax cover sheet, BOD contact form).

NSMA PROCEDURE MANUAL GUIDELINES

The Procedure Manual is never “finished” as it never stops evolving to keep pace with the needs and advances of NSMA. To remain an effective learning tool for the BOD, the entire manual and appendix must be kept up to date, reflecting the most current practices.

The NSMA Procedure Manual is an outline of the general responsibilities and duties for NSMA BOD members. It includes customary financial policies, directions for management of files and correspondence, banquet and meeting protocols, leadership tips, parliamentary review, etc. This Chair shall manage the Procedure Manual keeping it current and available to all NSMA BOD members following these guidelines:

1. When reviewing, editing and compiling information to add or subtract from the Procedure Manual, chair should consult with members who have the most knowledge and BOD experience. This may prevent a later conflict.
2. Chair shall maintain an accurate table of contents to allow members to quickly find their area of interest.
3. A simple format allows for the most effective maintenance of the Procedure Manual. If paper copies are kept, avoid two sided copies and restrictive binding. A three-ring binder provides the easiest system for updating. All pages should follow the established indexing format. Black binders are used to provide a consistent look and easy identification of the manual. Paper copies of the Procedure Manual should be kept intact and not be broken down into smaller manuals, so it is not confused with the BOD Notebooks.

4. Any information that is likely to change often, i.e., exact dates, phone numbers, fees, etc., should not go into the Procedure Manual to reduce editing. This kind of information is best recorded in the NSMA Standing Rules or individual BOD Notebooks.
5. Every BOD member should either have a current copy of the Procedure Manual or access to the online version.
6. The Chair needs to monitor the annual NSMA General Assembly minutes and all NSMA BOD minutes for any procedural/policy changes to include in Procedure Manual revisions.
7. All BOD members are encouraged to initiate new procedures or revise existing processes as needed. Each BOD member is responsible for submitting proposed edits to the BOD and/or the Procedure Manual Chair. A draft copy of a proposed change or addition may be submitted and reviewed for consistency, accuracy, or potential conflict with other processes. If necessary, changes can be made before being brought to the NSMA BOD approval.
8. When recommendations for amendments have been reviewed and a final version is developed, the revision is brought before the NSMA BOD for approval. The revised statement or addition will be entered in the master electronic copy. Paper copies will be dated, duplicated, added to all manuals and incorporated as they occur. Superseded statements will be purged from the manual and discarded. To save on costs, a temporary addendum may be issued to all Procedure Manual holders until the number of edits justifies complete reprinting. Chair must pay close attention to formatting and page numbers and any changes that may occur in the table of contents when edits are made.
9. The NSMA Annual Conference Committee is a specifically detailed section of the Procedure Manual and is located at the end of the manual for easier reference. The Conference Chair should meet with the Procedure Manual Chair post conference yearly to advise regarding revisions, suggestions, etc.
10. In addition to an on-going review process by the Procedure Manual users, the Chair must complete a full audit at least once every term checking for accuracy. Updates must be incorporated per protocol as soon as they occur.
11. The Procedure Manual is stored on electronic media with current paper copies kept by the Procedure Manual Chair and the NSMA President.