

**NAMI Northside Atlanta (NNA)  
Board of Directors Nomination Application**

Must be Completed and Returned by December 10, 2020

To: [naminorthsideatl@gmail.com](mailto:naminorthsideatl@gmail.com)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Ph # \_\_\_\_\_ Email Address \_\_\_\_\_

Do you have a current membership in NNA? **(Required)** Yes \_\_\_\_\_ No \_\_\_\_\_

How long have you been involved with NNA? \_\_\_\_\_

Have you participated in any NNA activities during the last year?

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\_\_\_\_\_

\_\_\_\_\_

Have you volunteered with other non-profit groups? Describe briefly

\_\_\_\_\_

\_\_\_\_\_

What qualifications, interests or characteristics would you bring to the Board?

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Which Committee might you be willing to volunteer for? Circle Choices: Finance/Fundraising;  
Marketing/ Communications; Community Outreach and Membership; Programs.

Are you able to receive and print out WORD, PDF, EXCEL documents sent by email? \_\_\_\_\_

Will you check your email daily for messages from a Board member? \_\_\_\_\_

Will you try to respond to emails within 3 days? \_\_\_\_\_

Will you commit to attending a Board meeting prior to the monthly education meeting (2.5 hours total) in person every month? \_\_\_\_\_

## **BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

The board is the primary force directing NNA to the realization of its opportunities for service and fulfillment of its obligations to the membership, to NAMI, and to the nonprofit community at large. NNA is governed by a Board of Directors, which is elected by the general membership. The board is charged to govern and manage NNA in accordance with Georgia's Code (Section 14), IRS policies, and policies required by NAMI and NAMI Georgia. Board responsibilities:

**Planning.** Approve NNA mission, vision, and review board's performance. Assesses community needs annually. Reviews and approves these policies and procedures.

**Organization.** Set long and short term goals in the Strategic Plan, establish criteria and determine eligibility of candidates for nomination of directors and officers of the board, actively participate at board meetings and on committee assignments, support community building events designated by the board, financially support NNA through annual board giving campaign (i.e., NAMI Walk), identify funding sources, and annually review the performance of the board and take steps to improve its performance

**Operations.** Review results of accomplishing mission as identified in the Strategic Plan. Ascertain the financial structure is adequate for current needs and approve the annual budget. Provide candid and constructive criticism, advice, and comments to the board. Review monthly and annual financial results. Execute and maintain NAMI's Standards of Excellence.

**Directors.** Each director serves a three-year term and may a second or third consecutive term. After this, a director must sit out one year. Bylaws contain policy for replacing vacancies and removing board members. The Directors of NNA will elect officers -- President, Vice President, Treasurer, and Secretary. Duties of the officers are specified in these Bylaws and the Procedures and individual job descriptions. Each director participates by: attending all board meetings, monitoring and mentoring committees and be the voice of the committee to the board, identifying and nominating candidates to the board for vacant and upcoming board positions, accepting special assignments, remaining current on activities of NAMI by following its publications, issues, and interests, remaining current on issues affecting the nonprofit sector as relating to NAMI's mission and its members and community at large, informing the board and staying proactive in helping NNA support its members or enhance its funding sources, and acting as role model and change agent in professional manner. NNA shall maintain appropriate directors and officers (D & O) and liability insurance coverage. Each director signs a Conflict of Interest Form and board agreement.

**Committee Participation.** Must chair or serve on at least one committee.