



Quick Reference Guide for the NEW NMA Director / Associate Director

NMA.... THE Leadership Development Organization

CONGRATULATIONS!

You are an NMA Director or Associate Director...and working at the national level in the Association. You are eager to start your new duties and perhaps just a bit confused about where to begin. That's a feeling shared by most new Directors, but with your experience as a chapter leader you should become a veteran Director fairly fast. However, you want to be sure that your chapter background will serve as the springboard for leadership at the national level and not as a limiting factor. As an NMA Director, your responsibilities as a leader take on a national dimension.

You will enjoy your experience as a Director. You have an opportunity to make a substantial contribution to the progress of NMA, to expand your personal leadership horizons, and to make new friends. How much you gain in personal growth and experience is directly related to the contributions you will make to NMA THE Leadership Development Organization.

This booklet is intended to introduce you to your major duties as a national Director (NOTE: The only difference between a National Director and an Associate Director is that the Associate does not have to attend the NMA Board Meetings and does not have voting rights on the board other than that the duties of a Director are pretty much the same). It's a starting point and will help you become familiar with your new duties. During the first Board Meeting of the calendar year, a training workshop is held for all newly elected or appointed Directors. Experienced Directors participate as well. Throughout this document the term Director applies to both Director and Associate except in the case of the note above.

Introduction

The role of an NMA Director or Associate Director is not only challenging, but it is a key ingredient to the success of our Association. He or she has an opportunity to make a substantial contribution to the progress of NMA, to expand personal managerial horizons, and to make lasting personal and professional friends. How much one gain in personal growth and experience is directly related to the contribution one makes to NMA...The Leadership Development Organization.

There are four words which represent the main responsibilities of an individual who serves on NMA's Board of Directors. These words are **AID, INTERPRET, COOPERATE and LISTEN.**

AID...chapter officers in organizing and conducting efficient chapter operations, such as planning valuable programs and placing emphasis on values and services to be gained from NMA.

INTERPRET...NMA policies, procedures, and new developments in educational materials to executive leadership and officers of assigned chapters.

COOPERATE...with other Directors / associate Directors and NMA staff in the development of policy and the formation of new NMA chapters...with councils in their activities, and with chapters, to promote teamwork and leadership development.

LISTEN...to those you serve! The rest is up to you!

LEADERSHIP

Your job is not merely an honorary position; it is one of providing personal leadership to chapters/councils. Providing this leadership at the chapter/council level is one of the basic reasons for maintaining Directorships. As an individual you must accept leadership responsibility as well as teach it to others.

What you do and say are important, not just to chapters/councils but also to companies and organizations. You are in a position of authority and leadership where you can promote NMA.

As NMA prestige continues to grow, its responsibility to American businesses, industries and organizations grows. Directors must share in this responsibility by becoming more aware of the problems of management and by assuming leadership in their solution.

BE SURE TO ASK FOR YOUR COPY OF:

Duties and Responsibilities of an NMA Director and Associate Director

As a Director or Associate Director, you will be assigned chapter or chapters that you will be assisting in your new role. With that role you are responsible for submitting monthly reports on the chapter (s) you represent. Below, is a simple step by step process for submitting your online Director's Report the chapters you represent. Below is an easy step by step process to get you to the online report form. Once you are there, the report prompts you for the desired information.

1. Access NMA home page, scroll to bottom under "Learn More" and select "Director Monthly Report"
2. The form will prompt you in each section of the report
3. Once complete, review then select "SUBMIT"
4. To **REVIEW SUBMITTED REPORTS** you will need to sign on through your "MY NMA" account
5. Select "LEADERSHIP"
6. Then select "Director/Associate Director Index"
7. Select "Directors Only"
8. Then Select "Director Reports Archive"

Take a few minutes to review some of the submitted reports of your fellow directors.

NOTE: You can also select under number 3 above the "Director/Associate Director Guidebook" that was mentioned earlier in this document. Some great and valuable information resides in this Guidebook!

Monthly Director's / Associate Director Checklist

- ___ Follow-up MONTHLY with Officers/Members of the Chapter/Council YOU represent.
- ___ Submit Your Director/Associate Director Online Monthly Report by the **fifth day** of each month
- ___ Serve as Installation Officer for your chapter/council installation of officers
- ___ Encourage Chapter/Council participation in:
 - ___ NMA Leadership Speech Contest
 - ___ AE Essay Contest
 - ___ Local Community Activities
- ___ Alignment of Chapter Goals with those of the Chapter's Company Goals
- ___ Chapter Leader Training/National Conferences
- ___ Council Activates
 - ___ NMA Award Programs
 - ___ NMA Member of the Year
 - ___ NMA Executive of the Year
 - ___ NMA Hall of Fame
 - ___ NMA McFeely Award Program
 - ___ NMA Publications Contest
 - ___ NMA Membership Drive Campaign
 - ___ NMA Silver Knight/Gold Knight
- ___ Encourage Chapter/Council to produce Newsletter
- ___ Provide additional feedback to National Officers and NMA Staff
- ___ Highlight Issues/Concerns of Chapter/Council to National Officers and NMA Staff
- ___ Attend NMA Board Meeting (required if National Director)
- ___ Recruit National Director/Associate Directors
- ___ Provide "ANNUALLY" leads on potential new chapter development
- ___ Provided your Chapter or Council any NMA correspondence
- ___ Attend Chapter/Council Monthly/Quarterly General Membership Meetings
- ___ Monitor Your Chapter or Council Membership Report
- ___ Monitor NMA's Delinquent Report
- ___ Get on Distribution of Chapter Newsletter and Meeting Minutes



This is your guide for preparing your monthly report!