

NAMSS Director at Large Responsibilities

Your role as a Director at Large is to serve as a liaison between the NAMSS Board of Directors and state affiliates as assigned, to include the following responsibilities:

- Enhance ongoing communication to and from the Board of Directors
- Enhance support to state leaders and their state affiliates, act as a resource, and be available to assist members with conflicts or concerns at the state or local level
- Assist in orienting state leadership regarding their responsibilities to NAMSS
- Assist state leadership in fulfilling their responsibilities to NAMSS
- Encourage and motivate members to become active at the State and National levels
- Attend state affiliate meetings as assigned to foster cohesiveness and promote the national association (2-4 per year)
- Deliver DAL presentation at state affiliate meetings

To help you meet these responsibilities, here are some specific activities to complete.

Understand the NAMSS/State Affiliate Relationship

- Review the [State Affiliation Handbook](#) and be sure all of your state leaders have reviewed it
- Review the affiliated state resources page on the [NAMSS website](#) and become familiar with the resources that are offered – share them with state leaders when appropriate

Communication with State Leaders

- Email/phone call once a month at minimum
- Report back to NAMSS – state issues/struggles/successes

Tips: Ask each state president to include you on their distribution lists so that you receive emails, conference mailings and newsletters. Some states will invite DALs to be ex-officio members at no cost. Use the NAMSS tracking tool to keep track of your communications so that you can follow up on challenges and issues.

Attending State Meetings

- Attend **ONE** meeting of each assigned state **ONE** time per term
- Plan ahead to ensure that you can attend anniversary meetings
- Talk with state leaders about doing virtual presentations if you cannot attend in person
- Review the DAL presentation in advance, make updates as necessary, and deliver DAL presentation during each state meeting
- Submit expense report within 30 days of travel

Tips: Review the anniversary schedule at the beginning of your term to identify which meetings you will need to attend and when. Use the NAMSS tracking tool to plan your travel schedule over three years.

Annual State Leadership Conference (January)

- Encourage state leaders to attend and complete scholarship application (if necessary)
- Attend Conference and network with state leaders
- Participate as speaker/table leader as assigned

NAMSS Director at Large Responsibilities

Annual Conference (Sept/Oct)

- Meet with state leaders face-to-face
- Serve as 'the face of NAMSS' – be visible at general sessions, assist with speaker introductions, attend networking events and actively network with members (not each other)
- Sign up for Leadership Lounge Hours
- Host a table at Dine-Arounds

Growing Future Leaders

- Identify potential candidates for future leadership roles in NAMSS
- Work with those leaders to encourage their involvement and be sure that you share their names with the Leadership Development Work Group
- Assist the state Board with growing leaders from their membership

NAMSS Board Meetings

- Attend all NAMSS in-person Board meetings and scheduled conference calls. If you cannot attend, notify the staff and President as soon as possible
- Review materials and come prepared to participate in the discussion
- Provide a quarterly report on the activities of your states

Synergy

- Contribute at least one article during your term of Director at Large
- Work with the *Synergy* editor (current President-Elect) to identify timing and topic

Committee Liaison

Some Directors at Large will be appointed as liaisons to NAMSS programmatic committees. Here are some general rules to remember for this position:

- DAL Liaisons should act as observers of the committee and liaisons between the committee and the Board of Directors
 - Ensure the committee is aware of strategic objectives and is fulfilling its obligations in meeting strategic objectives
 - Serve as an advocate for the committee when necessary
- DAL Liaisons *are not* expected to be active committee members when serving as liaison. For example, the liaison to the Conference Committee is not expected to review and score abstracts.
- DAL Liaisons do not vote on committee action items.
- DAL Liaisons *are* expected to join committee meetings and conference calls as much as possible.
- DAL Liaisons should take care not to take control of the meeting or speak up too often; be a silent observer when possible.
- DAL Liaisons should not volunteer to serve on special working groups within the committee.
- DAL Liaisons should notify the President/Executive Office of any committee issues that should be addressed; this could include the need to coach the chair, the committee straying from strategic objectives or anything else that causes concern.
- Not all DALs will be assigned to committees; assignments are made to committees as needed.

NAMSS Director at Large Responsibilities

Outreach Ideas to State Associations and NAMSS members within the States

January-February	Send welcome/thank you notes or emails to new/renewed NAMSS members.
April-July-December	Send congratulation notes to recently certified members.
Spring – Fall	Send solicitation notes to state conference attendees who aren't NAMSS members.
Early May	Note/email regarding upcoming nomination process and award nominees.
Annual	Write an article for each state's newsletter on NAMSS or technical topic (comment periods for standards, volunteerism, leadership, etc.).
Annual Conference	Contact state leaders in advance to schedule face-to-face meetings at Conference.
Late October	<p>Send follow-up email/phone call to state presidents.</p> <p>Create a spreadsheet for the following years travel and special events to ensure timely follow-up.</p> <p>Send suggestions to State leaders to recognize their members during national NAMSS week (encourage them to send letters to each member's hospital recognizing their MSPs during national NAMSS week).</p>
National NAMSS Week	<p>Send a note/email to all NAMSS members within your states (maybe use leadership quotes or encourage them to volunteer/serve in some aspect to support their chosen profession).</p> <p>Send a more official note/email to State Associations in recognition of the week.</p>
Late December	Send holiday cards with encouragement for the coming year.