

# Chapters Committee Mission Statement

## Overall Chapter Chairs Committee Goals

The **NGMA Chapter Chairs Committee (CCC)** is a committee made up of NGMA members serving as local Chapter Chairs and Vice-Chairs across the county that meet and network with NGMA members and potential members to promote member growth, member retention, and peer mentorship within the Association.

## Roles and Responsibilities

The CCC is overseen by the Board of Directors through the Program Committee. The Program Committee will set priorities and goals with the Executive Director (ED). The ED will provide quarterly reports to the Program Committee regarding issues, concerns, and progress made by the CCC.

Leadership is provided by the Executive Director and the Senior Manager, Membership & Chapters. The ED will work closely with the Chapter Chair and Vice-Chair to ensure tasks and activities are progressing according to expectations and timelines, as determined and outlined by the ED.

A designated Chapter Chair and Vice-Chair will lead the committee members to complete the CCC's tasks and activities. This includes, but is not limited to, organizing and facilitating quarterly meetings, ensuring minutes are taken at each meeting, delegating tasks, ensuring progress is being made, and reporting progress, issues, and concerns to the ED. Meeting minutes should be sent on a timely basis to the ED.

## Committee Members

Committee Members must be NGMA members in good standing and be actively serving as Chair or Vice-Chair in their local chapter. NGMA acknowledges participation on the CCC is voluntary. With that said, NGMA hopes that each volunteer will actively contribute to meeting the goals, tasks, and activities of the committee and must adhere to the terms and conditions of NGMA's confidentiality agreement. Collaborative, cooperative, and respectful participation is expected. Active NGMA membership is required to continue to participate, as determined by the ED.

The Chapter Chair and Vice-Chair will serve no more than two years in a leadership position. However, Chapter Chairs and Vice-Chairs may serve on the CCC if interested, assuming they are active NGMA members.

## Chapter Chairs Committee Tasks

- Provide networking opportunities for NGMA members and potential new members of NGMA;
- Provide CPE training and materials such as webinars, study tips and hints, and a study buddy program to enhance/ peak interest in the CGMS exam to interested Chapter meeting attendees;
- Suggest ways in which NGMA may continue or improve upon interest and attendance in Chapter activities;
- Advise NGMA on ways the chapters may increase the visibility of the association within their city, state, or region;
- Suggest how NGMA can reach out to NGMA's CAPP partners for support or sponsorship opportunities; and
- Provide information to colleges and universities about potential career opportunities in grants management.