



The National Association of Veterans' Program Administrators

Suite 1975, 2020 Pennsylvania Avenue, NW
Washington D.C. 2006-1846
www.navpa.org
Email completed form to secretary@navpa.org

NAME: _____ REGION: _____

NAVPA PAID MEMBER ____ YES ____ NO (You must be a paid member to serve)

TITLE: _____

SCHOOL: _____

MAILING ADDRESS: _____

E-MAIL: _____

PHONE: (____) _____ FAX: (____) _____

Listed on the second page are the NAVPA Committees, a brief description, and responsibilities of each. Please read over the information. If you wish to serve on any of these committees, complete this Volunteer Form and give it to your Regional Delegate (Board Member). When the Board of Directors meets at the end of the conference, your volunteer form will be presented to the President. If you are selected to serve on a committee, the Committee Chair will notify you. Every effort will be made to place you on one of the committees you have selected in order of your preference. You must be a paid member, in good standing to serve on a committee. NAVPA thanks you for your interest and welcomes your involvement in the Association.

I AM INTERESTED IN SERVING ON THE FOLLOWING COMMITTEES:

Please list committee(s) in order of your preference:

1. _____
2. _____
3. _____

I have the following skills and/or related experience (not required):

Please use this space to note any questions, concerns or suggestions you may have for the Board.

DESCRIPTION OF NAVPA COMMITTEES

Legislative Committee: The Legislative Committee is responsible for establishing and maintaining a working relationship with Congressional offices and staff members for the purpose of keeping both the Board of Directors and the membership well informed of legislative actions and proposals which affect veterans and veterans' programs.

Internal Affairs Committee: The Internal Affairs Committee is responsible for studying the organizational structure of the Association on an on-going basis, and making recommendations to the Board of Directors pertinent to the organizational functions of the Association.

Education Committee: The Education Committee shall be responsible for gathering, studying, and summarizing information concerning all aspects of veterans' education and related programs. This committee shall also be responsible for coordinating and implementing professional development activities as needed by the membership.

Public Relations Committee: The Public Relations Committee shall be responsible for informing the general membership of the activities of the Board of Directors, and shall conduct such educational and informational projects as may be deemed necessary and desirable by the Board of Directors. The Chairperson, or his/her designee, shall establish liaison with agencies and interest groups involved in education. The Chairperson, or his/her designee, shall be the Editor of all Association publications.

Membership Committee: The Membership Committee shall be responsible for the coordination of membership drives, maintenance of membership records, and issuance of membership certificates as outlined in Article IX, Section 9.3 of these By-Laws. All members of the Board of Directors shall function as members of this committee from their respective regions. The Chairperson shall issue a quarterly list of updated memberships to the Board of Directors.

Technology Committee: The Technology Committee is responsible for the management and maintenance of all technology equipment owned or leased by the organization. Also, the committee is responsible for managing and maintaining the NAVPA website and listserve. The committee will assist the organization by suggesting the best use of technology to further the goals of the organization.

Scholarship Committee: The Scholarship Committee shall be responsible for informing the general membership about the scholarship criteria/program and establishing a suspense date for scholarship application to be presented to the Board of Directors at the Mid-Year meeting for approval

Conference Committee: The Annual Conference Committee shall be responsible for the coordination and organization of all aspects of the Annual Conference described in Article VIII of these By-Laws. This committee shall be assisted by association members representing the host region, and it shall prepare a complete report of said conference, including financial data, to be submitted to the Board of Directors at the second official Board Meeting following the conference.

Display Sub-Committee: The Display Sub-Committee shall be responsible for the organizing and staging of a display area at each Annual Conference for the purposes of disseminating pertinent information and promoting the sharing of expertise and knowledge about veterans' programs

Awards Sub-Committee: The Awards Sub-Committee shall be responsible for coordinating and implementing a nomination procedure by which the membership may present awards at each Annual Conference, for the selection of award recipients based on this procedure, and for the preparation and purchase of awards to be presented.

Registration Sub-Committee: The Registration Sub-Committee shall be responsible for the design and implementation of registration procedures to be used at the Annual Conference, and to coordinate with the Treasurer to institute financial accounting procedures that will insure fiscal responsibility concerning the intake and receipt of monies paid to the Association at said conference.

Resolutions Sub-Committee: The Resolutions Sub-Committee shall be responsible for coordinating with the Conference and Program Chairs to insure appropriate sessions are scheduled to adequately inform the membership of the purpose and procedures for submitting resolutions and to assist in preparation as needed; and for the development and coordination of procedures to be used for presentation of resolutions by the membership at each Annual Conference.

Local Arrangements Sub-Committee: The Local Arrangements Sub-Committee shall assist the Annual Conference Chairperson with activities involving the development and finalization of the Annual Conference Agenda.