



Organizational Structure

May, 2020

This structure provided is suggestive and based on the 2017 strategic plan. This structure is a guideline to support the mission and vision of NAP as stated in that plan.

Recommended Structure as follow:

Leadership

Chair/Co-Chair

Core Committee

Advocacy Chair/Co-Chairs

Program Development Chair/Co-Chairs

Sponsorship/Fundraising Chair/Co-Chairs

Meeting Structure

1. The leadership, Chair and Co-Chair, shall meet with the Core Committee monthly to discuss the partnership meetings to be held three times over the year, online education sessions, plus the Annual Conference. During their meetings, they will set the direction of the organization, confirm the quarterly partnership meeting's agenda, discuss and recommend training for partnership members, and discuss and coordinate conference details.
2. Committee membership meetings including times and occurrences will be determined by the committee Chair/s.
3. Partner meetings will be held quarterly; Committee Chairs should prepare a report to be emailed to the Core before the meeting, and also given up to 10 minutes time to report out on their committee's progress, and have discussions as appropriate with the Core.

Roles & Leadership

Chair/Co-Chair - responsible for upholding the mission and vision of the group. Other roles and responsibilities outlined in the job description for the role.

Advocacy - responsible for understanding what policies are relevant to the mission and vision of the organization. Other roles and responsibilities outlined in the job description for the role.

Program Development - responsible for exploring training opportunities and educational gaps relevant to the mission and vision of the organization. Other roles and responsibilities outlined in the job description for the role.

Sponsorship/Fundraising - responsible for building sustainability of the organization through various channels of funding. Other roles and responsibilities outlined in the job description for the role.

**All Chairs are responsible for recruiting a Co-Chair in their first year. Co-Chairs are responsible for supporting the Chairs with the outlined duties. This will support with sustainability of the group.

