



Chair/Co-Chair Role Description

Purpose: To build capacity of the Native American Partnership by leveraging partnerships, increasing knowledge of and participation in the NAP for Health & Wellness Promotion, and securing funding to support sustainability efforts.

Success Criteria:

- Chairs build a sense of teamwork.
- Chairs successfully build capacity of the group.

Responsibilities:

- Makes arrangements for Core Committee meetings, and ensures Core Committee members are notified of the meeting date, time, and place of meeting.
- Calls meetings to order.
- Prepares agendas for Core Committee meeting in collaboration with committee chairs.
- Delegates responsibilities to Core Committee members.
- Involves all members in the decision making.
- Reports on the progress of the group.
- Keeps a written file of work.
- Develops strategies and structure to support the mission and vision of the group.
- Ensures arrangements for partnership meetings are made, and ensures members and community leaders are notified of the meeting date, time and place of meeting.

Time Commitment

- Two years
- Investment of approximately 10 hours each month
- Ensure monthly Core Committee meetings take place
- Attend and report out to all meetings
- Attend trainings as requested
- Report out on overall organization progress at monthly meetings

Qualifications

- Skills: Planning, facilitating, organizing, presenting, leading discussions, brainstorming, collaborating, communicating, partnering, training

**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 the sustainability of the group.





Advocacy Committee Chair/Co-Chair Role Description

Purpose: To build capacity of the Native American Partnership by leveraging partnerships, increase knowledge and participation of NAP for Health & Wellness Promotion on advocacy issues, as well as local and state policies, that will impact the mission and vision of the organization.

Success Criteria:

- Chairs build a sense of teamwork.
- Chairs report out on behalf of their committee, and lead efforts to build policy for the group as a whole.

Responsibilities:

- Makes arrangements for Advocacy Committee meetings and notifies committee members of date, time and place of meeting.
- Calls Advocacy Committee meetings to order.
- Prepares agenda for Advocacy Committee meeting.
- Delegates responsibilities to Advocacy Committee members.
- Involves all Advocacy Committee members in the decision making.
- Reports on the progress of the group to the Core Committee and at other NAP functions as necessary.
- Keeps a written file of work.
- Develops strategies and structure to support the mission and vision of the group as it relates to policy.

Time Commitment

- Two years
- Investment of approximately 10 hours each month
- Structure advocacy committee meetings
- Attend and report out to Core Committee Chair/Co-Chair and during partner meetings
- Attend trainings as requested
- Report out on progress of committee meetings through meeting minutes

Qualifications

- Skills: Planning, facilitating, organizing, presenting, leading discussions, brainstorming, collaborating, communicating, partnering, training, understanding of advocacy as it relates to the mission and vision of the group.

**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.





Program Development Committee Chair/Co-Chair Role Description

Purpose: To build capacity of the Native American Partnership by leveraging partnerships, increase knowledge and participation of NAP for Health & Wellness Promotion on programmatic support that will impact the mission and vision of the organization. This Committee leads the development of quarterly meeting, online training, and Annual Conference programming and content.

Success Criteria:

- Chairs build a sense of teamwork.
- Chairs report out on behalf of their committee, and lead efforts to build program capacity for the group as a whole.

Responsibilities:

- Makes arrangements for Program Committee meetings and notifies committee members of date, time and place of meeting.
- Calls Program Committee meeting to order.
- Prepares agenda for Program Committee meeting.
- Delegates responsibilities to Program Committee members.
- Involves all members in the decision making.
- Reports on the progress of the group.
- Keeps a written file of work.
- Develops programmatic strategies and structure to support the mission and vision of the group as it relates to policy.

Time Commitment

- Two years
- Investment of approximately 10 hours each month
- Structure Program Committee meetings
- Attend and report out to Core Committee Chair/Co-Chair and during partner meetings
- Attend trainings as requested
- Report out on progress of committee meetings through meeting minutes

Qualifications

- Skills: Planning, facilitating, organizing, presenting, leading discussions, brainstorming, collaborating, communicating, partnering, training, understanding of program development as it relates to the mission and vision of the organization, familiarity with online presentation platforms.

**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.



Sponsorship & Fundraising Committee Chair Role Description

Purpose: To build capacity of the Native American Partnership by leveraging partnerships, increase knowledge and participation of NAP for Health & Wellness Promotion by leveraging sponsorships, grants, and other funding opportunities that will support the mission and vision of the organization, as well as overall organization sustainability.

Success Criteria:

- Chairs build a sense of teamwork.
- Chairs report out on behalf of their committee, and lead efforts to build increased, successful fundraising activities for the group as a whole.

Responsibilities:

- Makes arrangements for Sponsorship & Fundraising Committee meetings and notifies committee members of date, time and place of meeting.
- Calls Sponsorship & Fundraising Committee meetings to order.
- Prepares agenda for Sponsorship & Fundraising Committee meetings.
- Delegates responsibilities to Sponsorship & Fundraising Committee members.
- Involves all members in the decision making.
- Reports on the progress of the group.
- Keeps a written file of work.
- Develops strategies and structure to support the mission and vision of the group as it relates to sponsorship and various funding opportunities.

Time Commitment

- Two years
- Investment of approximately 10 hours each month
- Structure Sponsorship & Fundraising Committee meetings
- Attend and report out to Core Committee Chair/Co-Chair and during partner meetings
- Attend trainings as requested
- Report out on progress of committee meetings through meeting minutes

Qualifications

- Skills: Planning, facilitating, organizing, presenting, leading discussions, brainstorming, collaborating, communicating, partnering, training, understanding of grant writing, securing cash and in-kind sponsorships, and fundraising as it relates to the mission and vision of the group.

**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.