

NATIONAL ASSOCIATION FOR COURT MANAGEMENT

COMMITTEE SERVICE FORM

NACM is a volunteer organization. Its strength comes from its members sharing their ideas and experiences with each other. One of the best ways to do this is by volunteering to help NACM help its members. There are many ways to do this, depending on your interest and skills. Please review the options and let us know how you want to help.

Publications/Communications Committee

- 1. Topic Editor
 - Identify topics/issues and potential authors for articles
 - Contact NACM members and others concerning authoring materials on selected topics
- 2. Assist in producing or serve as co-editor for *The Court Manager*
 - Solicit and edit articles
- 3. Assist in producing or serve as co-editor for the *Court Communique*
 - Solicit and edit news items and articles
- 4. Mini-Guides Subcommittee
 - Select topic
 - Research/Write/Edit Materials
- 5. NACM Homepage/Website Subcommittee
 - Enhance NACM Homepage/Website appearance and content of home page
- 6. Contact vendors concerning advertising in NACM publications
- 7. Author - I will write an article on the following topic: _____

Membership Services Committee

- 1. Serve on Justice Achievement Award Selection Subcommittee
- 2. Serve on the Award of Merit Selection Subcommittee
- 3. Serve as state/local contact for membership recruitment activities
- 4. Serve as a resource member of the "Newcomers Committee" - This program is to provide a personal welcome to new members on behalf of the association from a current member who is from the same state or locality of the new member
- 5. Serve on the Memorabilia Subcommittee
- 6. Serve on the State Association Subcommittee

Professional Development (Conference Planning) Committee

- | | | |
|---|----------------------------------|---------------------------------|
| <input type="checkbox"/> 1. Conference Education Programs
<input type="checkbox"/> Topic identification, program development, faculty recruitment
<input type="checkbox"/> Serve as session host
<input type="checkbox"/> Serve as session reporter | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 2. Knowledge Fair
- Identify programs for exhibit
- General and on-site coordination | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 3. Vendors' Exhibition
- General Coordination
- Sponsorship solicitation
- On-site coordination and assistance | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 4. Pre-Conference Workshops
- Topic identification, program development, faculty recruitment | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 5. Social Activities - Sports/Athletic Events
<input type="checkbox"/> Coordinate sports/athletic events
<input type="checkbox"/> Coordinate hospitality suite
<input type="checkbox"/> Work/serve as host in hospitality suite | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 6. Publicity for Conference
- Media outreach, write publicity (articles) | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 7. Overall Conference Coordination
<input type="checkbox"/> Coordinate and manage conference planning
<input type="checkbox"/> Assistant with conference logistics | <input type="checkbox"/> Midyear | <input type="checkbox"/> Annual |
| <input type="checkbox"/> 8. Other Special/Specific Areas of Skill or Interest?
Please describe: _____ | | |

Planning Committee

- 1. Feedback and participation of strategic plan initiatives
- 2. Update of Procedures and Operations Manual
- Please contact me with more information on committee structure and involvement.

Name/Title _____
Court _____
Street _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ E-mail address: _____

Please let us know which committees or activities interest you and return this form to to:

NACM Association Services
c/o National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185
(757) 259-1841 FAX (757) 259-1520 E-mail nacm@ncsc.dni.us