

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 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 Express*
 - Solicit and edit news items and articles
- 4. Mini-Guides Subcommittee
 - Select topic
 - Research/Write/Edit Materials
- 5. Contact vendors concerning advertising in NACM publications
- 6. Author - I will write an article on the following topic: _____

Website Committee

- 1. NACM Homepage/Website
 - Enhance NACM Homepage/Website appearance and content of home page

Membership Committee

To actively pursue new and non-renewing members and to respond to all inquires concerning membership. Members serve as a resource to provide a personal welcome to members on behalf of the association or by contacting non-renewing members from the same state or locality to encourage continuation in the association, Subcommittees include volunteers for:

- 1. Justice Achievement Award Selection Subcommittee
- 2. Award of Merit Selection Subcommittee
- 3. Serve on the Memorabilia Subcommittee
- 4. Serve on the State Association Subcommittee

Conference Development (Conference Planning) Committee

- | | | |
|---|-------------------------------|------------------------------|
| <input type="radio"/> 1. Conference Education Programs <ul style="list-style-type: none">q Topic identification, program development, faculty recruitmentq Serve as session hostq Serve as session reporter | <input type="radio"/> Midyear | <input type="radio"/> Annual |
| <input type="radio"/> 2. Knowledge Fair <ul style="list-style-type: none">- Identify programs for exhibit- General and on-site coordination | <input type="radio"/> Midyear | <input type="radio"/> Annual |
| <input type="radio"/> 3. Vendors' Exhibition <ul style="list-style-type: none">- Vendor & Sponsor solicitation- General & On-site coordination | <input type="radio"/> Midyear | <input type="radio"/> Annual |

- | | | |
|---|-------------------------------|------------------------------|
| <input type="radio"/> 4. Pre-Conference Workshops
- Topic identification, program development, faculty recruitment | <input type="radio"/> Midyear | <input type="radio"/> Annual |
| <input type="radio"/> 5. Social Activities - Sports/Athletic Events <ul style="list-style-type: none"> <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="radio"/> Midyear | <input type="radio"/> Annual |
| <input type="radio"/> 6. Publicity for Conference
- Media outreach, write publicity (articles) | <input type="radio"/> Midyear | <input type="radio"/> Annual |
| <input type="radio"/> 7. Overall Conference Coordination <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate and manage conference planning <input type="checkbox"/> Assistant with conference logistics | <input type="radio"/> Midyear | <input type="radio"/> Annual |
| <input type="radio"/> 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

Ethics Committee

- 1. Participate in updating NACM Model Code of Conduct, maintain the ethics section of the NACM website, informally respond to ethics inquiries from members.

- 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:

NACM Association Services
 c/o National Center for State Courts
 300 Newport Avenue
 Williamsburg, VA 23185
 (757) 259-1841 FAX (757) 259-1520