



465 Waverley Oaks Rd, Suite 421
Waltham, MA 02452
(781) 894-1457

Board of Directors Handbook

WHO WE ARE	2
Our Mission	2
Our Vision	2
Executive Officers' Roles & Responsibilities	2
COMMITTEE DESCRIPTIONS & CHAIR RESPONSIBILITIES (10)	6
Ann Castle Award Committee	6
Communications Committee	7
The History of the NEDRA News	8
Conference Committee	8
Diversity & Inclusion Committee	10
Membership Committee	12
Nominating Committee	13
Programming Committee	15
Scholarship Committee	16
Sponsorship Committee	18
Volunteer Committee	19
CAMI	20
CAMI's Role & When to Contact CAMI	20
ADDENDUMS	22
By-Laws	22
NEDRA Board Reimbursement Policy	25
Board Member Onboarding	27
Board Goals (as of 2018/2019)	27
Program Host/Presenter Benefits*	27
Conference Presenter/Panelist Benefits*	28
Bootcamp Host/Presenter Benefits*	28

Pre-Conference Half-Day and Full-Day Workshop Presenters (All)*	28
Committee Member Benefits* (To be reviewed in 2020)	29

WHO WE ARE

Our Mission

To empower individuals and organizations involved in development research, analytics, prospect management, and intersecting fields through professional development, education, networking, and advocacy.

Our Vision

To lead, engage, educate, and advocate on behalf of our community so that our institutions can change the world we live in for the better.

Executive Officers' Roles & Responsibilities

All board members must maintain an active NEDRA membership (paid at the member's or their employer's expense). As an Executive Officer of NEDRA, an Apra Chapter; the Executive Officers must maintain an active Apra Membership (if the Executive Committee's employer is not willing to cover Apra Membership fees, they will be covered by NEDRA). It is the responsibility of the NEDRA Executive Officers to assist the NEDRA President with any items that arise requiring assistance.

President

The president serves as the leader of the organization which includes setting policies and strategic direction for the NEDRA board acting on behalf of the NEDRA community, both for the near term and for the foreseeable future. It's his/her responsibility to ensure that NEDRA follows its mission, policies and procedures. As part of this role, the president leads all NEDRA board meetings, ensures that a quorum is present if agenda items need to come to a vote, decides which questions must come to a vote. This includes but is not limited to the approval of the minutes, conference locations, etc.

It is up to the president to determine when, and if, a NEDRA board meeting needs to go into non-public session. When a meeting is held in non-public session, minutes of the meeting are not recorded. Before a president goes into non-public session, a roll call vote must take place to go into non-public session with the majority of the vote agreeing to go into non-public (this isn't in the bylaws but should be tightened up to give the president freedom to have confidential conversations with the board). The board should only go into non-public session when matters

pertaining to the discussion deal with personal matters including but not limited to the discussion of the slate. During which time we are in non-public session, it is articulated that the conversation is confidential and that the recording of minutes is suspended. A vote is also necessary to come out of non-public session.

The president works closely with NEDRA's management association and the treasurer on budgeting, contract agreements (including management association contracts, conference contracts, programming contracts and food and beverage for board meetings and retreats) to ensure that NEDRA remains in good financial health. Additionally, the NEDRA president works closely with the board on any policies including the Code of Conduct, review of Bylaw changes, etc.

It is up to the president to select, or give final approval, to all committee chairs held by NEDRA board members. Typically, these selections will be confirmed before the retreat but it is not necessary for this to be true. According to our bylaws, the president is in charge of chairing the Nominations committee and selection of committee members. Additionally, the president serves as the committee chair for the Ann Castle awards. The president is elected by the NEDRA board and he/she chooses the Executive Team.

The president is expected to represent, or appoint someone in his/her absence, to act as a liaison between NEDRA and its parent organization Apra. This includes attendance (or appointing someone on their behalf) to attend the annual chapter's meeting held by Apra and the filing of paperwork required by Apra.

Presidential vote:

The president of NEDRA is expected to serve a two year term. It is up to the current president to identify the appropriate time to solicit names to be put on a slate before the entire board. The president shall hold an online anonymous vote for the next president and this process should be completed and communicated to the board before the online election process for the membership.

Presidential benefits:

NEDRA presidents are given lifetime membership once their term as president is over. The Board reserves the right to amend this decision if required in the future.

Vice President

The vice president serves on behalf of the president in the event that the president is unable to carry out their duties. Primarily with attending Apra chapter meetings, leading NEDRA board

meetings, etc. If the president finds that they are unable to continue in their role, the Vice President assumes the remainder of the president's term. The vice president is still eligible to run for their own term as president. (This actually happened when Rick Snyder resigned as president and Barbara Moore, his vice president, assumed the role of president. Upon completion of Rick's term, Barbara chose not to run for her own term as president.)

The Vice President, working closely with the president, is in charge of maintaining a current version of the board handbook. Working closely with the president, the vice president brings to the president's attention any issues or concerns that they might have in violation of the handbook. Any breaks in policy or issues that arise should be handled by the president working in collaboration, if necessary, with the appropriate Executive committee members. The president is in charge of ensuring that all responsibilities and roles outlined in the handbook are followed and any violations of this should be a conversation between the president and board member.

The Vice President shall perform other duties as assigned by the president.

Secretary

The NEDRA Secretary oversees the creation, maintenance and archiving of Board Materials including meeting minutes, NEDRA chronology, and Bylaws. The Secretary assumes the following responsibilities: Minutes, NEDRA Chronology and Maintenance of the Bylaws. A breakdown of these responsibilities is listed below:

NEDRA Meeting Minutes

- Take Minutes at in-person Board Meetings and on all operations calls, as needed
- Edit Minutes taken by CAMI at the Annual Board Retreat
- Distribution of any changes submitted by board members of the minutes (minutes are approved by the board at the next in-person meeting)
- Uploading final approved minutes to the archives (at present moment this is Sync)

NEDRA Chronology

- Update the NEDRA Chronology with the following information (on an annual basis after the annual conference)
- Programs: Month & Year, Program Name, Program location
- Conference & Pre-Conference workshop(s): Month & Year, Event Type, Event location
- Ann Castle Award Recipient
- Helen Brown Group NEDRA Conference Scholarship Recipient
- Heather Reisz Memorial Scholarship Recipients

- NEDRA Board Members (note Board Officers)
- NEDRA Milestones including anniversary celebrations, change to our logo, and creations of new committees

Bylaws

- Maintain a copy of the NEDRA Bylaws
- Work closely with the president and the board on updates and approvals of the Bylaws
- Archive updated Bylaws to Sync
- Work with Website/Technology to ensure most updated version of Bylaws are available to Members on NEDRA Website

Board Handbook

- The Secretary, working closely with the president, is in charge of maintaining a current version of the board handbook.

Treasurer

The NEDRA Treasurer maintains financial oversight of the Association. The role of the Treasurer includes the following responsibilities:

- Provides Treasurer's Reports for Board Calls and Meetings
- Signs checks for payments (checks come in the mail from CAMI with prepaid envelopes)
- Signs contracts (for conference hotels, for example) and is involved in contract discussions
- Oversees the completion of the taxes and relevant annual reporting to Apra
- Sets annual budget and revenue goals (note: this needs to be done with CAMI as they have the editing capabilities for that spreadsheet)
- Holds a NEDRA credit card and is available to make needed payments (for example, for the Board Retreat dinner, paying for Boot Camp lunch, etc.), as well as to help any board members who may need a credit card for a NEDRA covered hotel room
- Sends out expense reimbursement forms after board meetings and follows up with board members who haven't submitted them in a timely manner
- Answers questions from CAMI office about what categories expenses/revenues belong in
- Monitors bank account balances and asks CAMI to transfer money to savings if the balance in checking gets high
- Goes to the bank to add/delete NEDRA board officers as needed (President, Treasurer and Linda King of CAMI should be the authorized people on the bank account)
- Approves spending requests (involving board if large)
- Provides guidance/opinion on overall philosophy of revenue/expenses

- Complete Chapter Financial Statement and submit to Apra (Typically due to Apra by end of March)
- Complete Annual IRS Filing (<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>)

COMMITTEE DESCRIPTIONS & CHAIR RESPONSIBILITIES (10)

Ann Castle Award Committee

The Ann Castle Award is given each year during the annual NEDRA Conference. The Committee is typically chaired by the current NEDRA President and is typically made up of five members and typically includes 1-2 board members as well as at least one previous Ann Castle Award winner. Typically the most recent recipient of the Ann Castle Award. The Committee is tasked with selecting the Ann Castle Award Recipient.

Volunteer Tasks:

- Work with the Communications and Conference Committees to ensure publication, promotion and call for nominations via an online nomination form
- Identify and solicit potential candidates to supplement pool of nominations as needed
- Review nominations and make recommendations to the board of directors on the winner
- Communicate with former award winners to ensure best practices and survey for feedback when needed
- Notify awardee, confirm that s/he will be present to accept the award and provide details on Conference and Award presentation
- Communicate with CAMI to order award in advance of the Conference
- Introduce award and winner at the Conference
- Contribute information for article in NEDRA News post-conference

Volunteer Time Commitment:

It is anticipated that the Ann Castle Award Committee will have 1-2 conference calls beginning in the late fall through the early spring (dependent on dates of annual conference) to identify individual tasks, discuss nominees, rank and vote on submissions, etc. The first call serves as an introductory meeting but can be eliminated if all Committee Members are previous recipients of the Ann Castle Award. The second meeting is used to discuss the nominations. All Committee Members received the "Email Me" notifications when someone is nominated. The total time commitment will be approximately 2-4 hours.

Chair Responsibilities:

In addition to the above mentioned responsibilities the Chair is responsible for coordinating with the Communications Committee for the call for nominations. A successful campaign in the past was the "Feeling Thankful" email that was sent regarding a mentor to the NEDRA Community; it was sent around Thanksgiving with a call for Ann Castle Award Nominations. The Chair typically announces the Ann Castle Award Recipient at the Annual NEDRA Conference and welcomes the recipient to the stage to receive the award and say a few words. The Chair also provides a one page document regarding the recipient that is included in the packet of materials received by all Annual Conference attendees.

Chair Time Commitment:

It is anticipated that the Committee Chair will spend approximately 4-6 hours conducting committee business between committee calls, working with the Communications Committee regarding a call for nominations, providing the Conference Committee the one page document regarding the recipient to be included in the conference packet, as well as creating and delivering the speech to be given at the Annual Conference regarding the recipient.

Communications Committee

The Communications Committee serves as the communications and marketing arm of the NEDRA board. The Committee intends to promote, engage, and inform NEDRA members on a variety of professional opportunities, including upcoming programming, innovative industry news, and pertinent articles written by NEDRA members. Through social media and regular emails, the Committee also shares information about volunteer and sponsor opportunities, membership, and job opportunities.

The Communications Committee produces the monthly NEDRA News Flash, which highlights information on upcoming programming, industry news, and a hit list of items that are current and important. We also produce a quarterly NEDRA News email that includes the above, plus member spotlights, interviews, and articles written by NEDRA members.

Volunteer Tasks:

- Write NEDRA News articles
- Recruit NEDRA News article writers
- Nominate researchers to spotlight in NEDRA News
- Source industry news articles
- Promote NEDRA programming and events via social media

Volunteer Time Commitment:

2-4 annual phone meetings, ongoing email communication, and other tasks as assigned

Chair Responsibilities:

- Authoring articles, recruiting writers, and editing and formatting the NEDRA News
- Writing, editing and formatting the NEDRA News Flash
- Writing, editing and formatting the weekly email
- Creating social media marketing outreach on all of NEDRA's social media platforms
- Ongoing collaboration with the Programming Committee for all communications projects

Chair Time Commitment:

Co-chairs will spend approximately 8-10 hours per month on committee work during the year.

The History of the NEDRA News

NEDRA News was formerly a quarterly journal of prospect research published by NEDRA from 1987 until the end of 2011. Beginning in 2012, NEDRA News switched to a blog format, with monthly posts featuring articles submitted by the NEDRA community. In 2018, the NEDRA News became a quarterly email sharing articles and interviews written by the NEDRA community, research industry articles, upcoming programming, images and much more.

Conference Committee

The Conference Committee is responsible for planning and executing all aspects of the Annual NEDRA Conference. Conference Committee Members are selected by Conference Committee Co-Chairs and confirmed by the Board.

Volunteer Tasks:

This committee is integral to the success of the Annual Conference. Committee Members will work with conference co-chairs to assist in various aspects of the conference including:

- Developing and confirming the curriculum program
- Recruiting speakers and volunteers
- Creating written working session titles and descriptions, if necessary
- Scheduling sessions throughout the Schedule at a Glance ("SAG")
- Participating in conference calls
- Various tasks throughout the conference

Volunteer Time Commitment:

It is anticipated that committee volunteers will spend 30 to 60 minutes per week beginning in the fall through the early spring, with limited additional time as needed in March and April as

the conference nears. Additionally, conference attendance is expected, as there will be additional tasks to be performed throughout the conference.

Volunteer Benefits:

As a token of appreciation for the hard work and dedication leading up to and throughout the conference, committee members are offered free conference registration.

Chair Responsibilities:

The Conference Committee Co-Chairs are responsible for planning and executing all aspects of the Annual NEDRA Conference, including the following:

- Securing Conference location
 - Conducting site visit prior to confirming upcoming conference location(s) and signing contract(s)
- Scheduling and Running Conference Committee Phone Calls
- Creating Schedule at a Glance (SAG)
 - Scheduling sessions throughout the Schedule at a Glance
 - Creating written working session titles and descriptions
- Securing any off-site venues and logistics for networking and/or evening receptions
- Recruiting Keynote/Keynote alternative
- Recruiting speakers and approving/selecting session submissions
- Recruiting and managing volunteers
- Creating marketing materials & partnering with Communications Committee to send communications regarding:
 - Conference Save the Date
 - Room Booking Initial Email (including discount room rate code) & Reminder Emails
 - Call for Presentations
 - Call for Volunteers
 - Conference Registration Open (including reminders regarding conference registration and discounted room rate availability (especially when reaching capacity))

- Updating/Editing post-conference survey
- Various tasks immediately prior to the conference
 - Create marketing materials & partner with Communications Committee to send pre-conference email(s) to attendees
 - Thank You Notes for all conference presenters/panelists
 - Coordination with CAMI office on all conference on-site logistics
- Various tasks throughout the conference
 - Coordination with CAMI office on all conference on-site logistics
- Various tasks immediately following the conference
 - Partner with CAMI to conduct post-conference survey
 - Analyze data received from post-conference survey

Chair Time Commitment:

It is anticipated that Committee Chairs will spend one to two hours per week beginning in the fall through the early spring, with additional time as needed in March and April as the conference nears. Additionally, conference attendance is expected, as there will be additional tasks to be performed throughout the conference.

Chair Benefits:

Conference Committee Co-Chairs will have two (2) nights of their hotel stay during the conference covered by NEDRA, including the night prior to conference and the night of the first day of the conference (for up to 2 Conference Committee Co-Chairs).

Diversity & Inclusion Committee

Created in 2016, the relatively new Diversity & Inclusion (“D&I”) Committee hopes to share, disseminate, and educate the NEDRA community on issues related to diversity and inclusion in the workplace. Collaborating closely with NEDRA Programming, the Diversity & Inclusion Committee arranges for relevant presentations and workshops specifically for the NEDRA community. The committee also aims to provide informational and action-oriented resources for all interested individuals within the NEDRA community.

The Need for Diversity & Inclusion (in NEDRA and in Other Apra Chapters) 13

Reasons Why:

1. Because nonprofit organizations must champion diversity and inclusion
2. Because micro-aggression can get internalized without realizing it
3. Because male coworkers' good intentions may actually hurt female colleagues
4. Because it might be easier to come out to coworkers/colleagues than family members
5. Because being a "model minority" is still a stereotype
6. Because career opportunities are still being lost due to one's faith
7. Because unconscious bias still exists in the workplace
8. Because gender identity is more than just binary
9. Because nonprofit organizations can also lead like some corporate counterparts
10. Because conversations need to happen between employers and employees with disabilities
11. Because age has more behind it than just a number
12. Because diversity and inclusion issues are complex and nuanced and require many allies
13. Because one snowflake melts easily but a critical mass can move mountains

Volunteer Tasks:

Diversity & Inclusion Committee members may:

- Collaborate with members of other NEDRA committees to incorporate diversity and inclusion. Examples include:
 - Finding individuals of underrepresented groups and/or individuals whose organizations focus on underrepresented groups to spotlight for the Humans of NEDRA social media campaign
 - Finding speakers or workshop presenters for a NEDRA programming event that focus on aspects of diversity and inclusion
 - Writing articles and/or social media posts related to diversity and inclusion in the workplace, in the philanthropy sector, or beyond

- Meeting and brainstorming monthly via phone conference with other Diversity & Inclusion Committee members for updates and for greater diversity & inclusion incorporation and adoption by the NEDRA community and beyond

Volunteer Time Commitment:

On average, the time commitment is estimated to be 1 to 2 hours per month fulfilling committee member tasks mentioned above.

Chair Responsibilities:

Beyond Volunteer Tasks, the Diversity & Inclusion Committee Chair serves as a liaison between the NEDRA Board and Diversity & Inclusion Committee, running ideas created by the Committee for Board approval or revision/refinement. The Committee Chair also has the logistical responsibility of maintaining contact with the Committee by setting up periodic conference calls with the Committee and by communication via email, phone, and/or social media. Finally, the Committee Chair has the responsibility of contributing to the logistics of diversity & inclusion relevant matters, be they programming events, NEDRA News articles, social media posts, etc., as the Chair and Committee members collaborate with various members of other NEDRA committees.

Chair Time Commitment:

On average, the time commitment is estimated to be ½ to 1 hour per month for committee meeting/conferencing, as well as approximately 1 – 2 hours per month for logistics and reporting to the Board during conference calls.

Membership Committee

The Membership Committee helps the Board maintain a strong, active member base by assisting in recruitment and retention efforts, marketing NEDRA's programs and activities, and providing input and strategy regarding member benefits.

Volunteer Tasks:

Specific tasks of the Membership Committee include:

- Conducting outreach to existing or lapsed members
- Identifying prospective members – either individuals or organizations
- Developing outreach strategies and materials targeting prospective members

- Providing suggestions for member survey questions

Volunteer Time Commitment:

The Membership Committee meets every other month via conference call for one hour, and conducts business outside of these calls by phone and email.

Chair Responsibilities:

In addition to the above mentioned duties of the Membership Committee the Chair is responsible for:

- Leading Membership Committee calls
- Recording and reporting monthly membership totals
- Recording and reporting annual membership totals (including breakdowns by various demographics)
- Providing the Membership Committee with data for lapsed member outreach
- Data Integrity
 - Working with CAMI to ensure updates obtained during lapsed member outreach are made in Wild Apricot
 - Checking for duplicate records in Wild Apricot on a quarterly basis and working with CAMI to have any duplicate records merged
- New Member Recruitment
- Planning and managing Welcome Event at NEDRA Conference
- Creation and execution of NEDRA Survey (conducted every 2-3 years)
- Ensuring Membership Committee information is accurate on the NEDRA Website
- Ensuring Membership related Wild Apricot Generated Emails are up to date

Chair Time Commitment:

In addition to running committee conference calls every other month and conducting lapsed member outreach via phone and email, the committee chair can expect to spend 1-3 hours per month working on various committee tasks. Time commitment will increase on years when a survey is conducted.

Nominating Committee

The Nominating Committee is chaired by the NEDRA President and includes five (5) members, including: two Board members; at least one non-Board member; and the president and immediate past president, who serve as ex-officio members with voting privileges. In the event

that the immediate past president is unable or unwilling to serve on the Nominating Committee, the position shall be filled by another member approved by the Board. Nominations will be accepted from any member of the Association. A nominee must also be an Association member. The committee is tasked with recommending to the current Board a slate of candidates to be brought forth to the Members for a vote.

Volunteer Tasks:

Typically, there is an initial phone call with the committee to discuss the process. All committee members receive the "Email Me" forms for nominations. Committee members are able to nominate but we ask that they excuse themselves from interviewing those candidates where there is a conflict of interest. They are able to weigh in on candidates once all opinions are voiced. Usually, the committee is broken into interviewing groups of 2/3 people per candidate. Candidates are all asked the same set of questions.

Volunteer Time Commitment:

It is anticipated that committee volunteers will spend 3-5 hours working with the committee. The time commitment will vary depending on the number of applicants. There are typically two phone calls; initially a one hour phone call to assign out interviews and then a more substantive phone call to discuss the interviews (usually 1.5-2 hours depending on the number of candidates). If an individual is nominated and is known by a committee member; that committee member is asked to excuse themselves as an interviewer. Similarly, the committee member should also excuse themselves from initial discussion until it has reached a point at which their opinion is warranted.

Chair Responsibilities:

Responsibilities include:

- Forming the Committee
 - First asking current Board Members who would like to join the Committee
 - Later reaching out to former Board Members who may be interested in joining the Committee
- Creating the questions to be used during the candidate interviews (conducted via phone)

- Bringing the Committee's recommendation to the Board and leading the Board conversation/discussion and ultimately calling for a motion to approve the slate of new Board Members

Chair Time Commitment:

It is anticipated that the committee chair will spend approximately 7-10 hours between committee calls and time spent discussing the committee's recommendation with the Board.

Programming Committee

The Programming Committee helps conceive and execute well-rounded programming and events that are relevant to our membership and the Research community. Our goal is to offer geographically and topically diverse events of varying length and depth (Think Tanks, Workshops, Webinars, etc.) that cover both educational themes and networking opportunities. We do this through arranging all event logistics including deciding on topics/themes and arranging for speakers and host locations, and often rely on volunteers to offer meeting space and/or topic ideas.

Volunteer Tasks:

The Programming Committee volunteers will help shape the course of NEDRA's programming for the next year by joining conference call brainstorming sessions to discuss potential topics, speakers and locations. If interested, you can also assist us in arranging logistics for specific events including working with host locations, inviting speakers and/or drafting/editing advertising copy.

Volunteer Time Commitment:

A volunteer's specific time commitment is dependent on whether or not you are helping with one season's programming, the entire year, or just a specific event. It is estimated that you will spend one to two hours per month. However, if you choose to take on larger responsibilities for one specific event you may spend more concentrated time on planning leading up to that event.

Chair Responsibilities:

In addition to the above mentioned duties of the Programming Committee, the Chair/Co-Chair is responsible for:

- Leading and scheduling Programming Committee calls once a month
- Ensuring a plentiful menu of diverse program offerings that meet NEDRA's aspirational and revenue goals
- Creating event registration pages and event announcement pages on the website
- Coordinating with the Communications Committee to schedule email announcements and reminders as needed
- Communicating with the Programming Committee about event related matters discussed at NEDRA Board meetings
- Working with CAMI to answer current/prospective attendee questions
- Ensuring Programming Committee information is accurate on the website

Chair Time Commitment:

In addition to running committee conference calls once a month, the committee chair can expect to spend 1-4 hours per month working on various committee tasks. Time commitment varies depending on the amount of events during each month.

Scholarship Committee

The Scholarship Committee is comprised of several committee members and typically includes 1-2 board members. The Committee promotes the [*Heather Reisz Memorial Scholarships*](#) and the [*Helen Brown Group-NEDRA Conference Scholarship*](#) and selects the recipients of each.

Volunteer Tasks:

- Work with the Communications and Conference Committees to ensure publication, promotion, and call for scholarship applications are shared with members.
- Identify best practices for ensuring a robust pool of applicants, which may entail proactive solicitation/encouragement of newer members of the research and NEDRA community.
- Lead HRMS fundraising efforts throughout the year which may include drafting appeal letters for former donors and acquisition of new donors.

- Consult NEDRA board or treasurer to ensure budget, number, and/or amount of scholarships that may be offered if scholarship sponsor is not utilized.
- Consult with Sponsorship Committee to identify and secure a conference scholarship sponsor, as needed.
- Establish and lead a clear stewardship plan for current and future HRMS donors.
- Establish and maintain scoring metrics for applications and determine any needs for future application requirements.
- Review nominations and make recommendations to the board of directors on the winners.
- Notify awardees and encourage them to serve as conference volunteers.
- Facilitate introduction of awardee and scholarship sponsor and/or family members at conference (or electronically, if applicable).
- Steward scholarship sponsor(s).

Volunteer Time Commitment:

The Scholarship Committee typically has 4-6 conference calls beginning in the fall through the early spring (dependent on dates of annual conference) to identify individual tasks, discuss applicants, rank and vote on submissions, etc. The total time commitment is estimated to be 5-7 hours total.

Chair Responsibilities:

- Coordinate scholarship activities with Communications and Sponsorship committees, as well as with the NEDRA Board and CAMI.
- Communicate all deadlines with the Communications committee
- Lead the Scholarship Committee in discussing and evaluating the applicants, then agree to nominate finalists, whose names and application materials are presented to NEDRA's Board. The Board ultimately selects the scholarship recipients each year.
- Ensure that, in years when the scholarship is sponsored through the generosity of a NEDRA community member, the sponsor is appropriately acknowledged and stewarded, including being recognized at the scholarship award ceremony with that year's recipient at NEDRA's annual conference
- Other responsibilities include:
 - Market the scholarships via e-mails and on NEDRA's website; schedule and lead scholarship committee calls
 - Field the application materials of scholarship applicants
 - Handle all aspects in the application assessment process, including notifying all applicants of their status

- Coordinate with the scholarship recipients to provide details of the award ceremony and reimbursement process to attend the annual conference
- Monitor gifts to the Heather Reisz Memorial Scholarships and steward donors

Chair Time Commitment:

As the scholarship is tied to the Annual Conference, the time commitment increases as the conference nears. If applications open in the winter months, it is anticipated that the Chair will spend 8-10 hours per month during the busiest season (February, March & April) and 1-3 hours per month in the slower season (December & January). If the application process is changed to a rolling open-enrollment the timeframe of the "busy season" may change.

Sponsorship Committee

The Sponsorship Committee is responsible for securing and supporting NEDRA sponsors. The primary goals of the Sponsorship Committee are to: (1) introduce NEDRA members to sponsors whose programs and services can help members achieve their prospect development goals; (2) provide sponsors with opportunities to promote their brands; and (3) obtain funding to offset the costs of educational programs and conferences designed to benefit NEDRA members.

Volunteer Tasks:

This committee requires its co-chairs to proactively engage potential sponsors and ask them to sponsor NEDRA. The committee is subsequently responsible for providing committed sponsors with the many benefits of NEDRA sponsorship.

Volunteer Time Commitment:

The time commitment for the committee varies with each season.

Chair Responsibilities:

The co-chairs of this committee have oversight over matters pertaining to the recruitment and stewardship of NEDRA sponsors, including:

- Identifying and soliciting potential NEDRA sponsors
- Ensuring NEDRA sponsors are aware of their sponsorship benefits
- Monitoring receipts of NEDRA sponsor contributions
- Coordinating opportunities for NEDRA sponsors to promote their products and services
- Supporting NEDRA sponsors during the annual NEDRA Conference

Chair Time Commitment:

The time commitment for the committee's co-chairs varies with each season. Co-chairs may spend less than 1 hour per week during the summer months on committee responsibilities. The time commitment will increase during the fall and winter months, ultimately concluding with co-chairs potentially devoting more than 1 hour per day to committee responsibilities immediately prior to the NEDRA Conference in the spring. Committee co-chairs must be available to support NEDRA sponsors during the NEDRA Conference.

Volunteer Committee

The Volunteer Chair(s) is/are responsible for recruiting and maintaining a robust volunteer pipeline that is representative of the NEDRA community, as well as overseeing volunteer recognition.

Volunteer Tasks:

N/A

Volunteer Time Commitment:

N/A

Chair Responsibilities:

- Establish a volunteer database [note: this will change to "Maintain volunteer database" after the database is created]
- Check conference and program surveys for respondents to the volunteer interest questions
- Match interests of potential volunteers with NEDRA's needs
- Ensure diversity of representation (geography, industry, size of shop, race, gender, etc.)
- Ensure robust board pipeline
- Oversee volunteer recognition, including providing the "Thank You" list of the year's volunteers (individuals and host institutions) that is presented at the Annual Conference

Chair Time Commitment:

It is anticipated that approximately 20-30 hours will be needed to establish a volunteer database.

In addition to the time needed to establish a volunteer database it is anticipated that Chairs will spend approximately 10-15 hours annually on committee work; with the heaviest times being before and after the Annual NEDRA Conference.

CAMI

The Center for Association Management, Inc. (CAMI) is committed to helping NEDRA operate efficiently and flourish as an organization. Working with CAMI enables NEDRA to access a comprehensive array of services: from administrative assistance to convention and meeting support. Services include: Headquarters Support; Information Services; Meeting Support; Publications & Promotional Materials; Financial Services; Board Support; Committee Support.

CAMI Staff affiliated with NEDRA:

- Linda King, President, CAMI
- Carrie Winchman, Association Manager, CAMI
- Sydney Spaulding, Association Administrator, CAMI

CAMI's Role & When to Contact CAMI

- Emails
 - Copy CAMI (office@nedra.org) on emails where CAMI should be kept in the loop
 - CAMI is included on the board@nedra.org email alias that includes all Board Members
 - Be clear if you need CAMI's support by highlighting the task in an email exchange or flagging with "@CAMI"
 - If your request is urgent (response required within 24 hours) call CAMI via phone at 781-894-1457
- Committee Support
 - CAMI's support of NEDRA Committees varies by Committee
 - Committee Chairs should be mindful of CAMI hours and take on tasks that can reasonably be completed without the assistance of CAMI
- Finance/Budget Support

- CAMI provides chapter bookkeeping services
 - Final approval of month-end financial statements and year-end budgets rests with the NEDRA Treasurer and the NEDRA Board
- Event Support
 - CAMI typically provides event support
- NEDRA Calendar
 - CAMI maintains the NEDRA Calendar
 - Committee Chairs and Board Members are responsible for providing CAMI with meeting & event dates/times to be added to the calendar
 - Committee Chairs and Board Members are responsible for providing CAMI with dates & times of calls that will be utilizing the NEDRA Conference Line
- Board Meeting Support
 - Action items are central to every board meeting and should be highlighted in meeting minutes and followed up on prior to the next Board Meeting
 - CAMI recommends regular communication between the NEDRA President and CAMI Staff to collaborate on the status of action items

ADDENDUMS

By-Laws

ARTICLE I - NAME OF ORGANIZATION

The name of the organization shall be the New England Development Research Association (here unto after referred to as NEDRA or the Association), a chapter of Apra, a private nonprofit association.

ARTICLE II - PURPOSE AND METHOD

The purpose of the Association shall be:

- to promote professional status of the prospect development field, including prospect management, development research, and fundraising analytics;
- to provide educational information focusing on, but not limited to, research and related skills exchange;
- and to foster networking support.

These purposes shall be carried out through meetings, programs, and other activities.

ARTICLE III - MEMBERSHIP

The Association's membership will be open to individuals who seek a positive association with the development research community and whose terms of affiliation shall not be contrary to the goals of the Association, and who shall uphold the responsibilities and integrity of the Association without conflict of interest.

There will be an annual individual membership fee for anyone joining the Association. For purposes of membership the year shall be defined as beginning on the day on which membership becomes active and ending on the same calendar date of the following year.

The membership fee will be determined by the Board of Directors. There will be no prorating of dues. No organization or group rates are available.

ARTICLE IV - BOARD OF DIRECTORS

SECTION A - BOARD MEMBERSHIP

The Association shall be governed by an elected Board of Directors composed of at least eleven members of the Association.

SECTION B - TERM OF OFFICE

Each Director shall be elected through a process of nomination and under the authority of the bylaws of the Association serve one (1) but not more than three (3) consecutive terms, a term being two (2) years. Furthermore, a Director may be re-elected so long as the Director remains in good standing and is deemed by a majority of the Board to be eligible for continued membership. The term of office shall be July 1 through June 30.

Each elected Board member shall have an equal vote of not more than one (1) and shall forfeit that vote if absent from a regular Board meeting. In the event that said Board member is unable to attend a Board meeting, that Board member may designate an alternate who may execute the Director's vote and that alternate's vote shall have an equal value of not less than one (1).

SECTION C - ELECTION OF DIRECTORS

Nominations shall be received by a Nominating Committee at least 30 days prior to the Annual Business Meeting. The Nominating Committee shall be named by the Board and be composed of five (5) members, including: two Board members; at least one non-Board member; and the president and immediate past president, who serve as ex-officio members with voting privileges. In the event that the immediate past president is unable or unwilling to serve on the Nominating Committee, the position shall be filled by another member approved by the Board. Nominations will be accepted from any member of the Association. A nominee must also be an Association member at the time of nomination. Election of Officers and Directors will be determined by a majority of votes cast by the membership, and the new slate of Officers and Directors will be announced at the Annual Business Meeting.

SECTION D – ELECTION OF OFFICERS

The Board of Directors shall nominate candidates from amongst the Board as President. The Board of Directors will vote to elect the President from candidates nominated. No more than 33% of the Board shall be consultants or employees of for-profit companies at any one time.

The President appoints the other officers from among the Board members. A current Board member can be nominated as an Officer without an extension of the member's term of service. Upon the resignation of an Officer, the Board can appoint a Director to complete the Officer's term. The President will serve for a two-year term. If the President is appointed in his or her last eligible year of directorship, that person's term will be extended by one year.

Officers must be members of Apra. If necessary, NEDRA may choose to pay the membership dues to Apra for its Officers.

SECTION E - VACANCIES ON THE BOARD

A vacancy on the Board shall be said to occur when and if a Director becomes disqualified, deceased, resigns, or whenever the Board shall elect to increase its membership. When a vacancy occurs, the Board will nominate and approve a new Director from the membership-at-large to fill the term of office of the former Director.

SECTION F - STRUCTURE OF THE BOARD

The Board shall be composed of four (4) Officers and a minimum of seven (7) Directors:

Officers:

President

Chairs all meetings, acts as spokesperson for the membership-at-large and sets the agenda for the Board meetings.

Vice-President

Acts as President in the President's absence.

Secretary

Oversees the creation, maintenance and archiving of Board Materials including meeting minutes.

Treasurer

Maintains financial oversight of the Association.

Directors:

At least seven (7) Directors whose responsibilities include promoting the aims of the Association and assisting the Officers with their duties.

SECTION G - MEETINGS

The Board of Directors shall meet at least four (4) times during each fiscal year. A business meeting open to the Members shall be held at least once per fiscal year. The annual business meeting may be held in conjunction with the Annual Conference.

Not less than three-quarters (3/4) of the elected Directors shall be required in attendance to constitute a quorum, with not less than a majority of those present voting in order that an issue be approved or ratified.

SECTION H - POWERS AND AUTHORITY

The Board of Directors shall have the ultimate authority to make and execute all rules, policies and/or decisions necessary in order to conduct the affairs of the New England Development Research Association in an efficient manner.

SECTION I – REMOVAL OF DIRECTORS

Any Director absent for two (2) consecutive meetings (or the retreat and one meeting) without reasonable or sufficient cause may be removed from office. A Director may also be removed for other cause by two-thirds (2/3) vote by the Board. The Board must determine, in their judgement, whether the best interest of the Association would be served by such removal.

ARTICLE V - DISSOLUTION OF INCORPORATION

At such time as the Board of Directors will see fit, by a majority vote of the board and a majority of the votes cast by the membership, to dissolve NEDRA due to lack of membership, diminished interest, or other reasons, all funds remaining in the treasury after payment of debts will be given to another, similar, non-profit organization. The recipient of these funds will be chosen at the discretion of the Board of Directors.

ARTICLE VI - AMENDMENTS TO THE BYLAWS

The bylaws of NEDRA may be amended or repealed as deemed appropriate by majority vote of the Board of Directors and ratified by a majority of votes cast by the membership.

NEDRA Board Reimbursement Policy

It is the responsibility of each board member to be a good steward of the funds belonging to the NEDRA membership. However, board membership should not pose a financial burden. Therefore, NEDRA will reimburse board members for expenses related to their board membership.

In Person Meetings

For in person meetings, NEDRA will reimburse mileage and tolls for those who drive their personal car to and from the meetings. For those who take public transportation, NEDRA will reimburse the cost of that transportation. In the case of a board member who cannot take public transportation to the meeting, shares a car with a spouse and is not able to take the family car away for the day, NEDRA will reimburse for the lowest level rental car for the day.

This option should be cleared with the Treasurer in advance of the meeting. In all cases, board members must fill out the reimbursement form and submit it within two weeks.

Note: If a board member(s) needs to travel over 3 hours to attend an in-person board meeting, NEDRA will offer to pay for a hotel room for the night before the meeting. Additionally, if in the case of inclement weather, board members traveling a far distance to attend in-person meetings may be given the option to call into the meeting via Zoom, per the discretion of the President.

Retreat

NEDRA will cover the hotel rooms, meals, and parking for the retreat and will also reimburse for travel to and from the retreat as per the in-person meeting policy. The hotel does require a personal credit card at check-in for incidentals. If a board member(s) does not have a credit card or does not have a credit card with enough available funds for the hotel to place the hold required upon check in, they should notify the Treasurer in advance and arrangements will be made to assist.

Programs and Think Tanks

The registration fee for programs is covered for all board members. Please obtain the proper registration code from the office before registering for a program.

Unless the NEDRA board has specifically asked a board member to attend a program on behalf of NEDRA, board members should request reimbursement for travel expenses from their employer per their professional development guidelines. If a NEDRA board member is attending a program at the request of the NEDRA board, the Treasurer should be notified in advance and travel expenses will be reimbursed.

In some cases, if a program or Think Tank is full, and there are a lot of board members signed up, we may ask for some board members to give up their seats to members.

NEDRA Conference

The NEDRA board believes that the camaraderie that occurs when board members stay overnight at the conference is important for bonding and also provides our general members with access to board members in an informal setting. Therefore, NEDRA will cover one night of the hotel at the conference for all board members whose employers will not cover hotel costs. Board members should check with their employers first to see if they will cover. If not, NEDRA will cover the room. It is expected that board members will stay overnight. The night that will be covered is whichever night the networking reception falls on.

APRA Chapter Leaders Meetings

For NEDRA board members who attend APRA Chapter Leaders Meetings, NEDRA will cover or reimburse all costs not covered by APRA. When possible, the board members attending the meeting should travel and eat together so that they may use the NEDRA credit card. For situations where this is not possible, NEDRA will reimburse the costs incurred after submission of the reimbursement form. It is expected that the board members will strive to keep costs down when making travel arrangements and choosing restaurants. Members should keep daily meals costs within the current IRS guidelines.

Incidentals

Any other expenses should be cleared with the Treasurer in advance.

For all reimbursements, the proper form and receipts should be submitted within two weeks of the expense.

Board Member Onboarding

- Provide administrative access to the NEDRA website
- Add to email aliases
- Add to the APRA Chapter Leaders listserv
- Update Board list on NEDRA website
- Give access to Survey Monkey (username & password)
- Give Sync access
- Give EmailMeForms password
- Give Google calendar access

Board Goals (as of 2020/2021)

- Maintain financial stability
- Continue to provide quality educational programming and networking opportunities
- Maintain and expand relationship with prospect development and analytics community
- Provide and promote leadership opportunities within the NEDRA community
- Increase membership and volunteer diversity
- Increase awareness of the profession to potential entrants

Program Host/Presenter Benefits*

- Program Presenters get 1 free day of the Conference (for up to 2 presenters per program)

- Program Hosts get 2 free attendees; the day before the program if there are seats left, then unlimited number of staff can attend

*These benefits are combinable but not transferable. The benefit applies to the NEDRA Conference and does not extend to the following year's conference. Every year, confirmed presenters for programs taking place before the conference will receive the complementary code to use for the upcoming conference. Presenters for programs taking place after the date of the conference will receive the following year's complimentary code.

Conference Presenter/Panelist Benefits*

- Conference Presenter/Panelist get 1 free day of the Conference (for up to 2 presenters per session; up to 4 people including the moderator if a panel)

*These benefits are combinable but not transferable. The benefit applies to the NEDRA Conference at which the speaker presents and does not extend to the following year's conference. Every year, confirmed presenters and panelists for the conference will receive the complementary code to use for the conference.

Bootcamp Host/Presenter Benefits*

- Bootcamp Presenters (during programmatic year) can attend 2 days of the Conference for free (for up to 2 presenters per Bootcamp)
- Bootcamp host (during programmatic year) gets 1 free attendee for every 10 people that can be accommodated (up to 3 free attendees)

*These benefits are combinable but not transferable. The benefit applies to the NEDRA Conference and does not extend to the following year's conference. Every year, confirmed presenters for Bootcamp taking place before or in conjunction with the conference will receive the complementary code to use for the upcoming conference. Presenters for Bootcamps taking place after the conference will receive the following year's complimentary code.

Pre-Conference Half-Day and Full-Day Workshop Presenters (All)*

- Half-Day and Full-Day Conference Workshop Presenters can attend 2 days of the Conference for free (for up to 2 presenters per session)
- If Half-Day or Full-Day Conference Workshop Presenters live 50+ miles away from where they are presenting, NEDRA will offer to pay for one night at a hotel (night of or night before is their choice), if their employer is not willing to cover the cost (for up to 2 presenters per Workshop).

*These benefits are combinable but not transferable. The benefit applies to the NEDRA Conference and does not extend to the following year's conference. Every year, confirmed presenters for Pre-Conference Half-Day and Full-Day Workshops taking place in conjunction with the conference will receive the complementary code to use for the conference.

Committee Member Benefits* (To be reviewed in 2020)

- All Committee Volunteer Members: Volunteers serving on a NEDRA committee will be extended a free NEDRA membership for the year that they serve on the committee. (TO BE RE-EVALUATED IN 2020)
- Conference Committee Members: In addition to a year of complementary NEDRA membership (TO BE RE-EVALUATED IN 2020), volunteers serving as members of the Conference Committee will also be extended 2 free days of conference.
- Programming Committee Members: In addition to a year of complimentary NEDRA membership (TO BE RE-EVALUATED IN 2020), volunteers serving as members of the Programming Committee will be able to attend NEDRA programs offered throughout the year for free.

*These benefits are combinable but not transferable.