

# Policies and Procedures

## NAMI Kern County

Effective: 1/6/2015

### Board of Directors Meeting

- Monthly meetings are to be held, the location, day, and time to be determined as the newly elected Board takes office.

### Convention and Conference

- The Board President shall be supported to attend
- Up to two (2) NAMI Family members, to be determined by nomination of the Board of Directors shall be supported with consideration given to the current year budget
- Up to three (3) NAMI consumers, to be determined by nomination of the Board of Directors shall be supported with consideration given to the current year budget
- Any person attending the conference or convention, who is supported by the affiliate, must turn in a written report of their attendance at the next Board meeting
- NAMI Kern will support attendees' registration, lodging (a single room), meals (up to \$40.00 a day) and travel costs

### Financial

- The President shall see all reimbursement forms to back-up financial statements each month.
- CPA (Certified Public Accountant) should do audit of financials and on tax filing status
- The next year's budget planning process shall begin once the current year's walk is completed
- All financial records must be kept in the locked cabinet at the NAMI Kern office
- Monthly Treasurer's report submitted at each Board meeting shall include month-to-date totals in each category. At the end of each quarter, the CPA is to prepare an Income Statement and Balance Sheet

### Legal and Professional

- Directors and Officers Insurance with liability must be maintained at all times

### Technical

- The Board of Directors is responsible for any additions and/or changes to the website

### Miscellaneous

- Any costs that NAMI Kern Affiliate needs to pay for, that are over the budgeted committee amount, needs to be approved by the Board of Directors
- All NAMI Kern equipment needs to be kept in the NAMI office and checked out appropriately when needed
- Any NAMI Kern member representing NAMI Kern at any community event, function or meeting must get prior approval from the Board of Directors prior to the event
- Any function sponsored by NAMI Kern will not have alcohol.

### NAMI Office Key

- The NAMI Kern Board of Directors will have access to the NAMI Key through check out at the Consumer Family Learning (CFLC) Office. They will be responsible for signing out and returning the key when finished
- Once in the NAMI Office, located at 5120 Stockdale Highway, Bakersfield, CA., they will be responsible for logging in on the log sheet the date, time and purpose of the visit
- That person shall also be responsible for making sure the lights are off and the door is locked

### Membership

- All elected officers, appointed Board members, Facilitators, Instructors, Mentors and Presenters shall keep their membership current
- Anyone who is representing NAMI Kern MUST have their membership current

### Standing Committee Duties

- Job Description for each of the following Standing committee Chairpersons attached:
  - Family Education Coordinator
  - Family Support Coordinator
  - FRONTLINE Coordinator
  - Membership Coordinator
  - Peer Coordinator
    - Education
    - Support