

NMRT Board Member Progress Report

1. Office Name: Outreach Director

2. Office Term: 2012-2014

3. What kind of interaction have you had with your committees thus far this year? What support have you been able to provide them?

As the Annual Conference comes near, committees are becoming more active and I got questions from the chairs. Most of the questions about the logistics were sent to Janel and Emily for help, and so far all problems have been resolved successfully.

I am also getting more familiar with the work of the Outreach director. So I started sending out reminder e-mails just asking if committee chairs have any questions, concerns, or if I can just be a sounding board for them. Since committee chairs are very busy, this could help sometimes.

In particular, I am very happy about the work that the Liaison committee did about reorganizing the workflow of assigning committees to those who signed up to serve on NMRT committees through discussion and brainstorming the ideas together. The chair contacted me for ideas and we had a discussion, which helped the committee to form an action plan and to review the implementation steps. I think this will greatly help next year's Liaison committee work. I recommend that some of the Liaison committee members continue to serve next year if they volunteered. This way the new plan won't be completely new to all Liaison committee members next year.

4. What would you still like to accomplish in your office before the end of your term?

This was my first year as the Outreach director. So I am just getting the hang of it. Next year, I think I could do a better job from what I have learned this year. I would like to set up a meeting with my committee chairs maybe every other month or so to just check in and also to get some verbal feedback or to have random discussion.

I think the greatest challenge is time management. NMRT board members, committee chairs, and committee members all struggle with this issue. Keeping up with deadlines for reports, tasks, organizing meetings, following up require a lot of focus and the overflowing Inbox and lots of different details to keep in mind is hard. I also wonder if we can have a FAQ section for each board member/committee chair where we can just contribute what we have learned somewhere to use as a sort of knowledge base continuously in the NMRT wiki. I am going to think about this some more.

5. Date of report: April 2, 2013

6. Submitted by: Bohyun Kim