NMRT Board Member Final Report

1. Office Name: Outreach Director

2. Office Term (Date: Ex. 2005-2006): 2012-2014

3. Discuss/summarize your involvement with your committees this year:

My committee chairs and members were wonderful to work with. The chairs frequently contacted by email with questions and I was able to resolve them with Janel and Emily.

4. Based on your year's experience in this office, what future directions do you see your office or NMRT needing to take this year or the following year?

We need to have a Q&A database or Knowledge wiki so that committee chairs and directors do not have to email constantly to find answers for common questions to President/Vice President. This would be much more efficient. This could be a project for NMRT Web committee in the future?

5. What tips or hints do you have that might help your successor carry out the duties of this office?

Create a group of all your committee chairs in your Outlook or email client. Regularly check in and keep the informal relationship with the committee chairs to get any suggestions /issues reported. It is a good practice just drop a line for no special reason asking how things are going and if there are anything you can help or if they need a sounding board. Try to follow-up as soon as possible when the committee chairs contact.

Also, write them an email formally appreciating their service when you are a director so that they can use the email for their tenure and promotion dossier. (This is one of the items on my to-do lists.) And recommend the chairs to do the same to the members.

6. Please address the role of the board member as coordinator. For example, projects between membership promotion, diversity & recruitment and student outreach would need to be coordinated. How might activities such as this be handled by board members efficiently and smoothly? Your thoughts here will be most helpful for future boards.

I think emails would be the way even though we all have too many of them. Following-up when there is no response is also critical.

7. Date of report: 9/10/2013

8. Submitted by: Bohyun Kim