

## **NMRT Board Member Final Report**

**1. Office Name:** Outreach Director

**2. Office Term (Date: Ex. 2005-2006):** 2008-2010

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

I have checked in with the committee chairs a handful of times over the last six months. Rarely do I find that I'm needed though! The committees seem to be running along smoothly. There have only been a few instances where I needed to step in to provide some guidance or ask a few questions. I have been very impressed with the committee chairs this year.

**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?**

Basically, it looks like we'll be doing the same (or less) with less in the coming years. Depending on the status of sponsorship for the Awards Reception, there will need to be some (continued) coordination with the Networking Director and the Awards Reception committee (whether it continues as a joint committee or not).

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

Much of the work in the Outreach committees is related, so making the connections between them all is vital. The SCOTYA chair needs to work with the SASCO folks and the Awards Reception people, for instance. I have found that most chairs take their work pretty seriously and do not need a lot of prompting; however, it is still important to pop in and make sure everything is ok. Keep your chair list handy; make sure you are copied on all committee correspondence; and find out whether committees are meeting at conference or are holding virtual meetings. You'll want a chance to participate and be available no matter what.

**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 the Board handles these things well. When projects requiring coordination pop up, an e-board meeting can usually be called to address it pretty efficiently. Keeping everyone copied on correspondence helps a great deal, too. This year has been better than some in the past in terms of cc'ing all key parties. I also think by handling as much business away from conference as possible helps a lot, and keeps things moving.

**7. Date of report:** July 6, 2009

**8. Submitted by:** Erin Ellis