

2025-2026 Charges for the Constitution, Bylaws, and Strategic Plan Committee Chair

1. Strategic Plan Oversight

- Review the Strategic Plan for possible revisions and updates.
- Assess the organization's success in implementing its Strategic Plan and share this information with the President.
- Work with the President-Elect to determine actions necessary to implement new and unimplemented portions of the plan requiring attention during their term of office.
- Prepare an article for the winter issue of the Advocate discussing the Strategic Plan and progress toward full implementation.

2. Constitution and Bylaws Management

- Study the Constitution and Bylaws and be prepared to suggest steps to amend, clarify, and/or correct language as necessary to carry out NADE's mission and to interpret the documents as requested.
- Review regional and local Constitutions and Bylaws as they are submitted due to a change or new chapter formation. If conflicts exist with those of the National Association, suggest changes to ensure congruence between the documents.
- Notify the Awards Chair of the approval of a newly chartered chapter so that a plaque may be obtained in recognition.
- Ensure that any changes to the Constitution and Bylaws are made available to all members via the Advocate and posting to the website.

3. Committee and Board Communication

- Inform committee members of their duties and keep them informed of progress in fulfilling those duties.
- Attend meetings of the Board, Council of Chapter Presidents, and the General Membership, and advise the President and CCP Chair on parliamentary procedure as requested.
- Report to the mid-year and annual Board meetings and the annual General Membership meeting, summarizing in a 1-page executive summary highlights for reading at the General Membership meeting.

4. Records and Correspondence

- Send copies of all correspondence to the President and President-elect.
- When the term of office ends, image all appropriate records, and submit those records that have not previously been submitted to the Secretary.

5. Mentorship

- Mentor the successor in this role.