

National Representative Information
Associations and Districts
Appointment Guidelines for the 2015-2017 Biennium

Introduction

Each association is entitled to have an official NAP Representative attend a scheduled membership meeting once during the biennium. Each district is entitled to have an official NAP Representative at its biennial conference. If the vice-president is attending the district conference, the vice-president will be considered the NAP Representative without being obligated to give a workshop.

NAP Representative Responsibilities

The NAP Representative is to:

- Participate in the association or district program, which may include teaching no more than one workshop and/or installing officers
- Share information and promote NAP activities and programs by giving an NAP update (**no more than 20 minutes**). A PowerPoint Presentation will be available for the representative's use.
- Receive feedback from members
- Observe members' talents
- Prepare and file a report following the meeting

Appointment Guidelines

The following guidelines will be followed during the 2015-2017 biennium:

- NAP officers, board members, parliamentarian, and appointees shall not contact any association or district suggesting or requesting that they be the official NAP Representative.
- An official NAP Representative may not serve two consecutive years for the same association or two consecutive conferences for a district.
- NAP District Directors may serve as NAP Representatives for associations within their district or at another district conference at the request of that district director.
- Association presidents or district directors may contact an individual regarding availability; however, that does not assure that the appointment will be made.
- The NAP President reserves the right to use his best judgment in making appointments.
- The requested representative (in order of preference) will be contacted to serve.
- If a requested representative is not available, the president will contact the association president or district director to seek additional input.
- Every attempt will be made to assure that each board member has the opportunity to serve as an official representative at least once during the biennium.

Appointment Procedures:

1. The association president or district director is to complete the "NAP Representative Request Form" and forward it to NAP Headquarters.
2. The NAP President makes the appointment based on guidelines listed above and his own judgment.

3. The association or district contact person is notified of the appointment.
4. Further correspondence regarding the visit is to be between the NAP Representative and the association or district. Such correspondence should take place within one month of the appointment.
5. The association or district is responsible for transportation, meals, and lodging at the meeting site for the NAP Representative.
6. The association or district is to have NAP educational material for sale at the meeting.
7. The association or district provides a report to the NAP President following the visit within two weeks after the association or district conference.
8. The NAP Representative provides a report to NAP Headquarters following the visit within two weeks after the association or district conference.

Additional Information:

Please review the current NAP Operational Policies & Procedures Manual for additional information regarding NAP Representatives.

INFORMATION REGARDING SERVING AS A NATIONAL REPRESENTATIVE

- An association officer or a district director completes the “NAP Representative Request Form” and sends it to NAP Headquarters who will then forward the request to the president.
- The president will contact the (requested) board member to check on availability; a letter will be sent to the association president/district director confirming the visit.
- NAP Headquarters staff will send a letter to the board member advising of the appointment.
- All further correspondence regarding the visit is between the National Representative and the association or district. You should receive a form from the association or district indicating the location of the meeting, contact person, etc.
- You will most likely be asked to provide a biographical sketch (not too long) and possibly a photograph (preferably digital).
- If you will be presenting a workshop, make arrangements to have handouts photocopied by the host association or district. Also, let them know your audio-visual needs. Please be advised that some associations or districts will not have sufficient funds to rent LCD projectors.
- Investigate travel arrangements. If the meeting is in a nearby state, you may wish to drive. Reimbursable mileage, however, cannot exceed the cost of air travel.
- Make your flight arrangements as early as possible to obtain the best travel rate. You may request reimbursement for your airline flight from NAP prior to travel if you choose.
- NAP is responsible for paying travel expenses to the city of the meeting. In most situations, meetings are held on a Saturday. A minimum two-night stay is usually necessary and some meetings begin early on Friday, making a three-night stay necessary.
- Some associations offer to have the National Representative stay in the home of one of their members. If you are uncomfortable with this arrangement, or have allergies to animals, etc., let the association or district representative know.
- NAP requires that the National Representative be given an opportunity to give an NAP update. This presentation should be no less than 15 but no more than 20 minutes. At a minimum, the update should include relevant news for members, information about the planned giving program and the NAP Educational Foundation, any new programs or educational materials available, etc. NAP Headquarters will provide you with brochures for distribution to the members (i.e., bookmarks and flyers).

- In most cases, you will be asked to serve as a workshop presenter and perhaps as the installing officer. Many times you will also be invited to attend a unit meeting (such as a registered unit that meets prior to an annual association meeting). Never leave home without at least one generic installation ceremony, a couple of inspirations, and a copy of the NAP Bylaws. If you aren't asked to do a workshop, take one anyway just in case of an emergency.
- NAP Representatives are not expected to take gifts for any individual. Appropriate social etiquette, however, requires that you promptly send a follow-up thank you card(s) or letter(s).
- Per diem does not apply when serving as the official NAP Representative. Upon arrival at the airport, the association or district is responsible for ground transportation, lodging, and all meals.
- The association or district is also responsible for expenses in regard to workshops (making copies, rental of audio-visual equipment etc.)
- Within 10 days following the visit, the NAP Representative Report must be prepared and sent to NAP Headquarters. A requisition form should also be sent to include your air travel (if you haven't already requested it) and your transportation to and from your home airport.

If the NAP Representative Report is not submitted, any additional reimbursements throughout the remainder of the biennium will not be honored until any past due reports are received or consideration for future NAP rep assignments.