



NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

213 South Main Street, Independence, MO 64050 | 816.833.3892 | 888.627.2929 | hq@nap2.org

www.parliamentarians.org | www.facebook.com/parliamentarians

INFORMATION REGARDING SERVING AS A NATIONAL REPRESENTATIVE

- An association officer or a district director wanting a national representative for their meeting will complete the “NAP Representative Request Form” and send it to NAP Headquarters who will then forward the request to the president. Headquarters should also receive an information form from the association or district indicating the location of the meeting, contact person, etc.
- A national representative will only be authorized once per biennium for any association or district. To the extent possible, the President will ensure that each leadership member serves as a national representative at least twice during the biennium.
- The requested board member may not be approved for a variety of reasons and the NAP President reserves the right to assign a suitable choice consistent with NAP’s needs.
- The president may contact the requested NAP leader to check on availability. If approved by the President a letter will be sent by headquarters to the association president/district director confirming the visit.
- A confirmation letter shall be sent to the board member by headquarters advising of the appointment and passing along the completed information sheet.
- Headquarters will send a copy of the board member’s biographical sketch and picture to the requesting group. A copy of the latest national update slides with appropriate membership information will be sent to the designated national representative at the beginning of the month of the event. The NAP Treasurer shall also be notified of the appointment of national representatives at the beginning of the month in which they will serve.
- All further correspondence regarding the visit is coordinated between the designated national representative and the association or district.
- If the national representative will be presenting a workshop, arrange to have handouts photocopied by the host association or district. The association or district is also responsible for expenses regarding workshops (making copies, rental of audio-visual equipment etc.) Remember 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.
- After being designated to serve, make flight arrangements as soon as possible to obtain the best travel rate. The current limit for round trip reimbursement is \$400. The national representative may request reimbursement for airline flight costs from NAP prior to travelling if preferable.
- NAP is responsible for paying travel expenses to and from the city of the meeting. In most situations, meetings are held on a Saturday beginning early in the morning. A minimum two-night stay is usually necessary and some meetings begin early on Friday, making a three-night stay necessary.
- NAP requires that the national representative be given an opportunity to give an NAP update. This presentation should be no more than 15 minutes. NAP Headquarters can provide material for distribution to the members (i.e., brochures, bookmarks and flyers). These can be sent directly to the association/district to avoid packing challenges for the national representative.
- In some cases, the national representative will be asked to serve also as the installing officer. You may also be invited to attend a local unit meeting (such as a registered unit that meets prior to an annual association meeting). Make sure to have 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 in case of a last moment request.
- NAP representatives should promptly send a follow-up thank you card(s) or letter to the host organization's leader.
- Per diem does not apply when serving as the official NAP representative. Upon arrival at the airport, the association or district is responsible for all ground transportation, lodging, and meals until the national representative departs the city.
- Within 10 days following the visit, the NAP representative report must be prepared and sent to NAP Headquarters. A reimbursement requisition form should also be sent to include your air travel (if you haven't already requested it) and your local transportation to and from your home airport. No payment will be issued until the NAP representative report is received.
- If the NAP representative report is not submitted, any additional reimbursements throughout the remainder of the biennium will not be honored nor, will the board member be considered for future national representative assignments, until any past due reports are received.