

## **NAMI Board Policy #2-2006**

### **Documents**

Goal: To ensure that NAMI members do not “get ahead” of the NAMI Board and that official NAMI Documents submitted to outside organizations for grants and other official business are reviewed, tracked, and stored by the NAMI Board Secretary.

Policy: Any communications that are sent on behalf of NAMI Sacramento on our letterhead or require review and/or signatures of Board members or others representing NAMI Sacramento, be submitted to the NAMI Board Secretary for review, approval, and appropriate tracking before they are sent to outside parties.

Process:

1. Volunteers or Consultants working on NAMI Sacramento projects which require use of NAMI letterhead or votes of the NAMI Board, shall schedule projects accordingly and submit full grant packets, letters for submittal to outside entities, etc.. to the NAMI Board Secretary.
2. NAMI Board Secretary shall promptly review materials for the following:
  - Completeness
  - Proper grammar and professionalism
  - Alignment with NAMI Board Policy and direction from the Board
  - Provide comments and questions to the submitter if necessary
3. If there is a disagreement between the submitter and the Board Secretary that cannot be resolved between the two, the remaining Executive Committee members shall be informed to resolve the disagreement.
4. After approval by the Board Secretary, the Secretary can either authorize the volunteer/consultant to send the materials or shall send it directly.
5. Board Secretary will then file a copy of the final document in the official files of the organization.