

# NACC NOW KEY

## **BOARD OF DIRECTORS**

### **Board of Directors**

The Board determines the organization's mission and vision for the profession and future of Catholic chaplaincy, sets policy, and assesses and approves certification standards, education, programs, and services that are appropriate to that mission and vision. The Board is responsible for ensuring that the organization has adequate resources to carry out the mission of the corporation and for ensuring that the Association manages those resources effectively. The Board is responsible for selecting an executive leader to whom the administration of the association is appropriately delegated. The Board ensures that the Association is in compliance with all relevant laws, regulations, and ethical practices affecting non-profit organizations, including implementation of sound risk management practices. The Board of Directors represents the Association in the Catholic community and is responsible for maintaining good public standing within the wider community. The Board of Directors is responsible for the growth and development of the Board.

## **COMMITTEES**

### **Executive Committee**

Serves as interim leadership between Board meetings and may exercise the powers of the Board with respect to the management of the affairs of the Association with the exception of electing officers or appointing Board members. Plans the agenda and process for Board meetings. Keeps accurate minutes of any Executive Committee Meeting and provide minutes for the Board prior to the next Board meeting. Oversees the annual performance review of the Executive Director.

### **Governance Committee**

The purpose of the Governance Committee of the National Association of Catholic Chaplains is to ensure the highest quality of Board governance for the future of the organization, and be responsible for Board succession, education, goal setting and evaluation.

### **Finance Committee**

The purpose of the Finance Committee of the National Association of Catholic Chaplains is to advise and assist the Board of Directors in the financial matters of the Association.

## **COMMISSIONS**

### **Certification Commission**

Implement and monitor the process of certification of NACC members. Assure certification/renewal of certification standards are met. Issue certification/renewal of certification certificates to members of the NACC. Meet with representatives from the USCCB/CCA, NACC Board of Directors, NACC Standards Committee, and NACC Appeals Panel annually.

### **Standards Commission**

The Standards Commission evaluates, interprets, and recommends standards that include a code of ethics, certification of membership, certification appeals and ethics violation procedures. Develops and maintains a consultation process for proposed changes. Recommends standards to the Board of Directors. Retains pertinent documentation in minutes regarding reasons for recommended changes.

### **Ethics Commission**

To review formal complaints involving alleged violations of the NACC Code of Ethics in accordance with *NACC Standards*. Receives formal complaints involving alleged violations of the NACC Code of Ethics by any member or group of members of the NACC. Reviews all grievances filed. Gathers information

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pertaining to grievance. Recommends course of action in regard to grievance. Renders a binding disposition of the grievance. Communicates disposition in writing to respondent and complainant, and notifies Board of Directors that situation has been addressed. Consults with NACC legal advisor on process as necessary.

## **APPEALS PANELS**

### **Ethics Appeals Panel**

To review appeals of Ethics Commission decisions in accordance with *NACC Standards*. Conducts the ethics appeals process as outlined in the *NACC Standards* in an impartial review of all the documentation in a negative certification decision. Reports to the NACC the number of appeals and corresponding number of decisions upheld or reversed. Will communicate to the NACC Ethics Commission the kinds of appeals as to assist the commissioners in focusing on areas of improvement in their decision-making process.

### **Certification Appeals Panel**

To review appeals of certification decisions in accordance with *NACC Standards*. Conducts the certification appeals process as outlined in the *NACC Standards* in an impartial review of all the documentation in a negative certification decision. Reports to the NACC the number of appeals and corresponding number of decisions upheld or reversed. Will communicate to the NACC National Certification Commission the kinds of appeals as to assist the commissioners in focusing on areas of improvement to be incorporated in the ongoing training of interviewers.

## **ADVISORY PANELS**

### **Editorial Advisory Panel**

To work with the *Vision* editor, as necessary, on the content and direction of the newsletter. To be advocates for the members to ensure that *Vision* meets their needs. Provides a sounding board for the content and direction of *Vision* newsletter. Ensures that *Vision*'s overall content fulfills the mission and supports the NACC's strategic plan. Suggests topics for articles or for theme issues, and/or chaplains who might be suitable to write articles. May volunteer or be asked to write for the newsletter, or to give an opinion on articles submitted for inclusion. Read and comment on articles, as requested, before publication. Interview other members, or write original articles, depending on interest and need

### **Education Advisory Panel**

To provide ongoing feedback, guidance, and strategic thinking to the Director of Education and Professional Practice and the Executive Director by reviewing our current work and assisting in developing and implementing a comprehensive educational strategy.

### **Financial Development Advisory Panel**

To provide ongoing feedback, guidance, and strategic thinking to the Executive Director by assisting in the development, implementation, and review of the financial development plan, and with any other fundraising projects.

## **CERTIFICATION**

### **Interview Team Educator (ITE)**

To provide oversight, consultation, facilitation and education to the certification process. Interacts regularly with Lead ITE, NACC Administrative Specialist/Certification, certification interviewers, and site coordinators. Assures quality of the certification process as defined in alignment with the NACC certification Standards and Procedures.

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## Interviewers

To provide certification candidates with the best possible opportunity to demonstrate their readiness and competence for certification. Interacts with other members of the certification interview team, as well as the Interview Team Educator and the NACC Administrative Specialist/Certification. Fulfills role as Presenter, Chair and/or Reader in the certification interview process. Assures quality of the certification process as defined as in alignment with the NACC certification Standards and Procedures.

## Site Coordinators

To oversee all logistics (location, rooms, services, food) for an interview site by coordinating/communicating with the NACC Administrative Specialist/Certification, along with the Interview Team Educator, interview team, and interview candidates.

## TASK FORCES

### Care Services/Staff Development Task Force

Originating from the Pastoral Care Summit, its initial goal was to examine the role of chaplain within the complexity of healthcare services and to explore what professional development chaplains might need to prepare for leadership positions within their hospitals and systems. They have begun to identify universal standards of practice for chaplains, and plan to test with healthcare mission leaders. They also plan to examine what currently exists in staff development for diverse leadership roles, and finding ways to make them more universally available.

### Recruitment Task Force

Originating from the Pastoral Care Summit, its initial goal is to develop a replicable, universal recruitment strategy. This work includes identifying and developing core recruitment materials, identifying primary target audiences, respective messages for each audience, and key strategies for each audience.

### Metrics Task Force

Originating from the Pastoral Care Summit, its goal is to discover and promote means of determining how to measure chaplains' effectiveness through metrics. It seeks to develop a model of metrics that could be recommended to measure the positive impact of spiritual/pastoral care. The components of this model include: patient satisfaction questions, associate satisfaction questions, patient phone survey questions, and quantitative metrics.

### Education/Credentialing Task Force

Originating from the Pastoral Care Summit, its goal was address several areas central to the education/credentialing of chaplains, including: training/availability/funding of CPE supervisors, collaboration with and among higher education institutions training chaplains, diverse delivery systems of education/training programs, and models of partnerships for training chaplains between educational and healthcare entities.

### Membership Task Force

NACC members' professional lives and circumstances continue to evolve and change. NACC's current membership categories and benefits may not adequately meet these diverse professional life situations. The Membership Task Force will assist the Director of Operations and the Membership Services Specialist in reviewing/assessing current membership categories and the members' diverse circumstances. The goal is to

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make recommendations on membership categories and benefits to the NACC Executive Director and Board.

## Website Task Force

For most associations, the website has become the primary communication and resource tool for members. NACC will continue to rely more and more on the website to serve members in multiple ways. Members will need to experience the website as not only user friendly but as one of the primary destinations for member value. Member input into what to have there and how to find what is there is critical. The Website Task Force will assist the NACC website administrator and other members of the NACC staff in reviewing/assessing current website content and structure, and make recommendations for the future development of the website to the NACC Executive Director and Board.

## National Conference Planning Task Force

Annually a special task force is named to oversee the planning of the National Conference for the following year. It comprises NACC members from the city/area where the conference will be held, as well as other members. They hold monthly call to determine all conference components, including: plenary speakers, workshops, format, liturgies, meetings, etc. Because of the SCC 2009 Conference, the next planning will be for Conference 2010.

## Awards Task Force

The Annual Awards Task Force will oversee integration of the mission, vision, and values of the National Association of Catholic Chaplains by leading the Annual Awards Process. The Annual Awards Task Force will participate in up to four conference calls and email discussions as necessary. The Annual Awards Task Force will review annually the criteria for and make necessary changes/additions to:

- a. Distinguished Service Award Criteria and Process
- b. Distinguished Service Nominating Form
- c. Outstanding Colleague Award Criteria and Process
- d. Outstanding Colleague Nominating Form

## **LIAISONS**

### State Liaisons

As part of NACC's future coordination, it seeks to identify a state member who will act as a liaison between state NACC members and the NACC office. The liaison will be provided e-mails/addresses of all state members. The liaison will learn of member interests, enlist small work group to determine how best to communicate with state members and to organize/plan any state/regional gatherings, including potential partnering with other associations. The Liaison will also participate in conference calls with other state liaisons on national NACC issues.