



Organizational Arm Officer Roles and Responsibilities

Background: NANOS Committees have been reorganized into “Arms”, each of which will contain Committees with a related purpose. It is unchanged that each Committee will have a Chair and sometimes a Vice Chair, as well as a Board Member who will serve as the Liaison between the Committee and the Board. The change is that each Arm will have a person, generally an Officer, who will work with the Chairs and Liaisons to help coordinate the work of the Committees and to help insure that their work follows the requirements of the strategic plan and the Committee tasks that emanate from the plan.

Purpose: An Organizational Arm Officer is charged with overseeing the Committees of the corresponding ‘Arm’ from a strategic level. The Officer should be aware of the tasks charged which align with the strategic plan and work with the Committee Liaisons if tasks are not being completed. The Officer will report an update to the Board on the Arm annually.

Terms: Organizational Arm Officers are appointed by the President. The President has the flexibility to change Arm Officers mid-term if necessary.

Duties: The Organizational Arm Officer shall monitor their Arm’s listserv discussion, attend Committee conference calls and/or meetings at the request of the Chair or Liaison, hold at least a biannual conference call with their Arm’s Chairs, Vice Chairs, and Liaisons, and ensure that the lines of communication are open between the Board of Directors and the Committee as follows:

- Annually evaluate the tasks/responsibilities of the Committees that are aligned with the strategic plan to ensure that the objectives are stated clearly and progress is being completed.
- Consider whether Committee discussions should be communicated with other Committees for further collaboration.
- Identify potential cross-collaboration opportunities (e.g., between/among Committees, or between/among Committees and the Executive Office) and initiate/facilitate conversations on these opportunities to ensure alignment with each Committee’s strategic priorities and scope of work (as per organization-wide strategic priorities) while avoiding duplication of effort.
- Work with the Liaison and Committee Chair to ensure appropriate Committee succession planning and leadership development of Committee members.
- In the event a Committee/Task Force Liaison, Chair, Vice Chair, or Committee is not performing, report information to the Executive Committee to strategize steps to be taken to improve Committee performance, including seeking removal of the Chair by the President.

[CLICK HERE](#) to view the organizational chart of NANOS Committees, Chairs/email addresses and click on the name of each Committee to view the purpose, goals and tasks of each Committee.