

	FMCA POLICIES AND PROCEDURES	INDEX NO. 3022	APPROVAL LEVEL GB
	SUBJECT Chapter National Director's and Alternate National Director's Responsibilities	EFFECTIVE 08/2023	SUPERSEDES 7/15
		SPECIAL DISTRIBUTION Chapter National Director Chapter Alternate National Director	

POLICY

The national director elected from each chapter serves on the Governing Board of FMCA.
(NOTE: Not applicable to associate chapters)

PROCEDURE

Responsibilities

1. Each chapter shall elect a member as national director to serve on the Governing Board of FMCA, and may elect a member as alternate national director to serve on the Governing Board if the national director is unable or unwilling to serve.
2. The term of office of a newly elected national director or alternate national director begins after the national office receives written notice of said election and has verified that the person is qualified. The term extends for the period specified in the chapter bylaws, or until his or her successor is duly elected and qualified.
3. If a vacancy occurs in the office of national director, the alternate national director, if one has been elected, shall immediately assume this office, and this shall be promptly reported in writing to the national office. If the incumbent alternate national director is unable to fill this vacancy, the chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of national director and notify the national office.
4. If the national director cannot attend the Governing Board meeting, the alternate national director may serve in his/her place. In the event that neither the national director nor the alternate national director can attend, a member of that chapter may be elected as a temporary delegate to represent the chapter for the next Governing Board meeting only.

If an event occurs after the 21-day notice requirement has passed that prevents the national director, alternate national director, or temporary delegate from attending the Governing Board meeting, the chapter president may appoint a member of the chapter as a temporary delegate to represent the chapter for the next Governing Board meeting only. Notice of the chapter president's appointment of a temporary delegate shall be received by FMCA at least seven working days prior to the Governing Board meeting to be valid. Notice must be in writing (fax or e-mail acceptable).

5. A chapter voting member of the Governing Board is entitled to represent only one chapter.



SUBJECT

**Chapter National Director's and Alternate
National Director's Responsibilities**

INDEX NO.

3022**Chapter National Director**

1. National directors should keep their chapters informed of items pertaining to the national organization and of the FMCA areas, as well as keeping the national organization apprised of items happening on the chapter level. Another important duty is participation in and voting during Governing Board meetings.
2. Members of the same family unit may serve as national director or alternate national director in different chapters; such members may not hold these offices in the same chapter concurrently.

Chapter Alternate National Director

An alternate national director shall serve whenever the national director is unable to attend meetings of the Governing Board or is otherwise unable to serve. Another chapter officer is not precluded from election as the alternate national director. Alternate national director cannot also be the national director.