

NAJIS Board of Directors Job Description

NAJIS is an all-volunteer practitioner-driven professional association focused on the education of local and state level justice information sharing practitioners and systems users to improve justice and public safety in the United States. The goals of NAJIS are to promote the diffusion of knowledge and continuing education by:

- hosting an annual conference that presents educational opportunities to exchange knowledge related to research, trends, best practices, national standards, case studies, emerging technologies and lessons learned in criminal justice and public safety information sharing, and facilitates networking opportunities to exchange ideas and professional experience; and
- publishing and distributing presentations and other documents on justice information systems or other related subjects.

NAJIS is a 501(c)(6) nonprofit organization. The board of directors consists of a minimum of 14 members, including officers: President, Vice President, Secretary and Treasurer. Directors are selected by the board to advance the mission of the organization. Directors serve at the pleasure of the board. NAJIS has no paid staff, and directors are expected to play an active role in the organization to achieve its purpose.

Directors are assigned duties and responsibilities based upon their interests and the needs of the organization. The various duties associated with organizing and conducting the annual conference include the following:

1. Conference facility planning and management
 - a. Site selection
 - b. Facility contracts
 - c. Site coordination and liaison
2. Marketing and outreach
 - a. Website management
 - b. Communications
3. Agenda
 - a. Topic selection
 - b. Speaker selection
 - c. Organization and dissemination of materials
4. Registration and participant management
 - a. Registration process
 - b. On-site registration
5. Vendor relations
 - a. Recruitment
 - b. Exhibition management

Time Commitments:

The NAJIS board holds a two day winter planning meeting and expects members to attend and support the annual conference. The board meets monthly via conference call throughout the year to plan the conference and conduct other business. As the conference approaches, usually in the last 2-3 months prior to the conference, the board meets bi-weekly. Directors may be required to spend additional time completing assigned tasks. Directors should expect to spend 4-8 hours per month performing their NAJIS tasks.