PARTICIPATION REPORTING PROCEDURE

The Board Portal will contain forms for all Board Members to use to report their participation on the NFPA Board. An email will be sent on the 28th of each month to all Board Members reminding them monthly reporting must be completed. Once the form is completed it will automatically be submitted to the Governance Chair for data collection.

The *MONTHLY SELF REPORTING* form will be submitted by each Board Member no later than the 5th of the following month. Each Board Member will complete this form to list hours worked on NFPA Business i.e., meetings, research, training, annual conference. It will contain information regarding in-kind dollar donations i.e., silent auction, supplies, physical donations paid directly by Board Member. It will also indicate if a Board Member signed up a new NFPA member. If there is no activity during the month, the form will be submitted with zeros.

The *MONTHLY COMMITTEE REPORT* form will be submitted by each Committee Chair within the seven-day requirement set in the Board Meeting Documents Policy. This form will be completed for each meeting held by the committee during the month. The purpose of the form is to collect attendance in the committee meeting and keep track of the progress/status of the projects being worked on by the committee, as well as, any recommendation the committee may propose. This form will automatically be sent to the Executive Director and/or the Technical Assistant/Administrative Assistant for upload to the portal for the next Board Meeting. This form satisfies the need to complete a separate Committee Report and any recommendations of a committee.

Board Committee Involvement Survey (BCIS)

Responsibilities

- The Governance Chair is responsible to ensure the link to the Board Committee Involvement Survey is made available to each Board Member pursuant to this procedure.
- The Governance Committee Chair shall make available a recommendation to the Board, on an annual basis, to set the completion deadline of the BCIS 15 days after the results of the election have been verified and reported to the Board of Directors.
- The Governance Committee Chair will send an email to each Board Member including a link to the BCIS. The email will indicate the date the BCIS should be completed; not to exceed 15 days from the date of the email.

Timeline

- Newly elected Board Members shall have fifteen (15) days to complete the BCIS after notification of appointment to the Board.
- Re-elected Board Members shall have a minimum of fifteen (15) days to complete the annual BCIS after notification of election results.
- Five (5) days after the deadline established by the Governance Committee Chair, the Executive Director/Technical Assistant/Administrative Assistant will report the results of the BCIS by email to the President.

- Fifteen days (15) after receiving the BCIS results report from the Executive Director/Technical Assistant/Administrative Assistant the President will announce, via electronic communication, committee assignments. Assignments may include: 1) Chair, 2) Co-Chair, and 3) Secretary.

Board Committee Involvement Survey Approved 11/08/2021

The *MONTHLY CHART* will be completed by the Governance Chair no later than the 10th of the following month. The information included in this report is the data provided by Board Members in the Monthly Self-Reporting. The *MONTHLY CHART* will be uploaded to the Board Portal no later than the 11th of each month.

The *YEAR-TO-DATE CHART* will be completed by the Governance Chair no later than the 10th of the following month. The information in this chart provides cumulative data for each Board Member as the year progresses. The *YEAR-TO-DATE CHART* will be uploaded to the Board Portal no later than the 11th of each month.

Should a Board Member not meet these criteria in the first year of their term in office the Board Member will be removed from the Board (following the Board Member Removal Policy). Should a Board Member not meet these criteria in the 12 months prior to re-election, the Board Member will not be eligible for nomination.