

Roles and Responsibilities for NAMI on Campus Clubs and NAMI, NSOs, NAs

NAMI (The National Alliance on Mental Illness) is dedicated to building better lives for the millions of Americans affected by mental health conditions. It is vital to have a shared understanding of the fundamental organizational roles, responsibilities, and expectations that NAMI, NAMI State Organizations (NSOs), NAMI Affiliates (NAs) and NAMI on Campus (NOC) clubs play in our NAMI alliance; and how these parts can operate collaboratively and cooperatively to get the best results.

NOC clubs are a collaboration between students (college/high school), the NSO and the NA. To start a club, it's critical that students work with the NSO and/or NA to receive club status at their school. Once this goal is met, the club will work directly with their NSO and NA on their goals and objectives for the year and those that follow. This document outlines what this work will look like at all three parts of NAMI and the NOC club. This document describes what this work will look like, how to share roles and responsibilities within each NAMI group and club, while realizing there's no wrong door in NAMI if you need something:

NAMI on Campus Clubs are required to:

President:

- Keep an open dialogue with their NAMI state organization (NSO) and/or the nearest NAMI affiliate (NA) and their appointed faculty advisor
- Work with the NSO/NA/faculty advisor on a monthly/quarterly/yearly (whatever the club prefers) action plan that lists activities, outreach, succession planning, advocacy and other goals for the club
- Hold regular meetings at school, promoting to the full student body, to gain interest in the mission, goals and activities of NAMI and the campus club
- Learn about what's most important to their student body around mental health to guide their activities at school
- Work with NSO/NA on issues that are of mutual interest to have greatest impact on youth and young adults related to mental health conditions
- Identify what NAMI services and supports are available for their school to help inform other students
- Work with the NSO/NA to complete the online [NOC Contact Form](#)
- Identify ways to collaborate with other school clubs, associations, athletic teams, etc. on mental health related activities and school events

Secretary:

- Share activities and planned events with their NSO/NA and faculty advisor
- Send meeting minutes to NSO/NA to keep them informed and allow opportunities for collaboration and support
- Take pictures of events and meetings
- Update social media and other communication pages/systems
- Work with the NSO/NA to establish networking and collaboration opportunities outside of campus (NAMIWalks, legislative policy days, community events, NSO or NA meetings, etc.)
- Build a working relationship with their school or district's counseling services and other related departments

Treasurer:

- Discuss and get approval on all fundraising activities with their faculty advisor and then the NSO/NA
- Develop and oversee club budget for activities and events
- Identify ways to collaborate with other school clubs, associations, athletic teams, etc. on fundraising events and opportunities

NAMI State Organizations are required to:

- Connect club with their NA if there is one in the area
 - Designate a point of contact to work directly with the club and NA
 - Point of contact will coordinate efforts between the clubs and the NSO
- Collaborate with NA to help the school club complete their action plan within the time they choose, making sure the club focuses on succession planning
- Lend support and resources to the new school club but avoid taking a leadership role - IF there is a NA who is in that role.
- Provide information on available NAMI programs in the area
- Contact NA if contact hasn't been made yet to the new club
- Add additional NAMI resources available to the club that meets their region's needs
- Provide information and referral services regarding how to get help for a mental health condition
- Keep an open line of communication with the school club to provide support as needed (e.g. hold a monthly call or face-to-face meeting near the school, send regular check-in emails)
- Share club successes with National, state membership via newsletters, informative emails, affiliate announcements, etc.
- Arrange for speakers and trained program leaders from NAMI educational programs to speak at school club meetings and/or events

- Provide contact information for mental health speakers or specialists who may present at school club functions/events
- Encourage coordination of advocacy efforts
- Offer dispute resolution within the school club (if necessary)
- Provide technical assistance as needed
- Extend an invitation to NSO conferences, trainings, NAMIWalks and other NAMI events

NAMI Affiliates are required to:

- Designate a point of contact to work directly with the campus club and NSO
- Collaborate with NSO to help school club complete their action plan within the time they choose, making sure the club focuses on succession planning
- Lend support and resources to the new school club to set them up for success, but avoid taking a leadership role – IF there is a NSO in that role
- Provide local information and referral services regarding how to get help for a mental health condition
- Work with club on ways to make affiliate activities and events inviting to young adults
- Keep an open line of communication with the school club so you can provide support as needed (e.g. hold a monthly call or face-to-face meeting near the school, send regular check-in emails)
- Share club successes with National, NSO, affiliate membership via newsletters, informative emails, affiliate announcements, etc.
- Provide any upcoming events that the NA will be hosting where the students and school staff could attend and/or partner with the hosting affiliate
- Invite the club members to engage in local advocacy meetings, mental health committee meetings, serve on stakeholder groups and volunteer their time to issues and needs of your organization that overlap with their interest.

NAMI National

- Develop informational tools and resources for youth and young adults that can be used as part of NAMI on Campus club activities
- Offer training on topics that are important to this demographic and can be used by the clubs
- Provide technical assistance to NSO and NA as needed on supporting activities at schools
- Identify and develop processes for data collection for this demographic
- Communicate important information and opportunities from the national level that address the needs of student mental health to NSO and NA