

Liaison Committees

1. Purpose - To perform activities and events in designated areas consistent with the vision and mission of NAAMA. These include but are not limited to:
 - a. To organize Continuous Medical Education and other Educational Seminars in said areas
 - b. To solicit and review projects designed to conduct educational and philanthropic activities that are consistent with the vision and mission of NAAMA in designated areas
 - c. To raise and solicit funds to support said educational and philanthropic activities
 - d. To conduct additional activities consistent with the vision and mission of NAAMA
2. Structure
 - a. Separate committees may be assigned to different locations in the Arab world, North America and other areas as deemed appropriate by the Board of Directors.
 - b. Members of these committees must be active members of the Association.
 - c. Each committee will consist of a total of six members.
 - d. The first meeting of the calendar year will be chaired by the Vice president for the purpose of electing a chair who will lead all subsequent meetings for the calendar year.
 - e. The chair of the committee will only vote to break a tie.
 - f. One-third of each committee's members will be appointed annually by the National President with the approval of the Board of Directors.
 - g. Each member will serve for two years and may succeed him/herself for an additional two-year term if appointed, after which a leave of absence of one year is required.
 - h. The Vice President will serve as a non-voting ex-officio member of each Committee.
 - i. A Foundation Trustee may not serve simultaneously as a member of a Liaison Committee.
3. Operations
 - a. To organize Continuous Medical Education and other Seminars in said areas
 - Liaison Committees must follow the same guidelines established for organizing international conventions
 - In organizing these events, the Liaison Committee will seek preapproval of the Executive director of NAAMA for meeting site, advertisement, sponsorship, CME application, budget and any other activity related to organizing said seminars
 - All advertisement, communication with members, and financial transactions must be done through the national office. The national Office will charge the Liaison Committees reasonable rates to cover the cost of doing business on behalf of the liaison committees, not to exceed 50% of the revenue
 - The Liaison committee will be responsible for securing enough funds to successfully conduct its educational activities.
 - Revenue from these activities will be kept by the National Office in a separate account for the exclusive use of the Liaison Committee.
 - Funds not used after 12 months of accruing will be donated to the NAAMA Foundation.
 - b. To solicit and review projects to conduct educational and philanthropic activities that are consistent with the vision and mission of NAAMA in designated areas
 - Liaison Committee Members may develop projects of their own and request funding for their execution
 - Alternatively, the Committee may solicit or receive applications for worthy projects from external entities.
 - The committee will research and assess each project and its merit before its presentation for approval.
 - If projects require additional funding from the Foundation Distribution Funds, a request for funding must be submitted for a matching grant using the Funding Application Form developed by NAAMA
 - All projects must be approved by the Board of Directors whether or not matching funds are requested, to ensure that projects are consistent with our vision and mission
 - Liaison Committee must keep accurate records of expenditures related to philanthropic activities. These records must be kept in the national office.
 - c. To raise and solicit funds and perform other activities to support said educational and philanthropic activities
 - All activities must be conducted in a manner consistent with the mission and vision of NAAMA
 - Accurate records of fundraising activities must be kept with the national office
 - Revenue from fundraising activities must be kept by the National Office in a separate account for the exclusive use of the Liaison Committee
 - d. If the Board of Directors determines that this committee has failed to meet its responsibilities, all its responsibilities are temporarily delegated to the Executive Committee until such time as the Board of directors determines that the Committee has resumed normal operations.
 - e. Oversight. As indicated above, all activities conducted by the Liaison Committees must be preapproved, processed through, and audited on an annual basis by the National Office.