

## **Roles and Responsibilities within the NAMI Alliance for NAMI on Campus Clubs**

NAMI 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 (NSO), NAMI Affiliates (NA) 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, the NSO and the NA. To start a club, it's critical that students work with the NSO and NA to receive club status at their college or university. 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 was created to help describe what this work will look like, sharing the roles and responsibilities of each NAMI group and the club, while realizing there's no wrong door in NAMI if you need something:

### **NAMI on Campus Clubs are required to:**

- Keep an open dialogue with their NAMI state organization (NSO) and the nearest NAMI affiliate (NA)
- Work with the NSO/NA on a yearly action plan that lists activities, outreach, succession planning, advocacy and other goals for the club
- Hold regular meetings on campus, promoting to the full campus, to gain interest in the mission, goals and activities of NAMI and the campus club
- Share activities and planned events with their NSO/NA
- Send meeting minutes to NSO/NA to keep them informed and allow opportunities for collaboration and support
- Discuss and get approval on all fundraising activities with their NSO/NA
- Work with the NSO/NA to establish networking and collaboration opportunities outside of campus (NAMI Walks, legislative policy days, community events, NSO or NA meetings, etc.)
- Learn about what's most important to their campus around mental health to guide their activities on campus
- Build a working relationship with their campus counseling services, student health center, disability rights services and other related departments
- Identify ways to collaborate with other campus clubs, associations, sororities, fraternities, athletic teams, etc. on mental health related activities and events on and off campus
- 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 campus to help inform other students

### **NAMI State Organizations are required to:**

- Connect campus club with their NA if there is one in the area
- Designate a point of contact to work directly with the campus club and NA
- Point of contact will coordinate efforts between the clubs in the NSO
- Provide the completed NOC Contact Form to the Sr. Manager of Youth and Young Adult Initiatives
- Collaborate with NA to help campus club complete their action plan every year, making sure the club focuses on succession planning
- Lend support and resources to the new campus 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, contacts with NA if contact hasn't been made yet, and additional NAMI resources available to the club
- Provide information and referral services regarding mental health conditions
- Keep an open line of communication with the campus club to provide support as needed (e.g. hold a monthly call or face to face meeting near the campus, send regular check in emails)
- Share club successes with state membership via newsletters, informative emails, affiliate announcements, etc.
- Arrange for speakers and trained program leaders from NAMI educational programs to speak at campus club meetings and/or events
- Provide contact information for mental health speakers or specialists who may present at campus club functions/events
- Encourage coordination of advocacy efforts
- Offer dispute resolution within the campus club (if necessary)
- Provide technical assistance as needed
- Extend an invitation to NSO conferences, trainings, NAMI Walks 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 campus club complete their action plan every year, making sure the club focuses on succession planning
- Lend support and resources to the new campus 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 mental health conditions
- Work with club on ways to make affiliate activities and events inviting to young adults
- Keep an open line of communication with the campus club so you can provide support as needed (e.g. hold a monthly call or face to face meeting near the campus, send regular check in emails)
- Share club successes with affiliate membership via newsletters, informative emails, affiliate announcements, etc.
- Provide any upcoming events that the NA will be hosting where the campus members could attend and/or partner with the hosting affiliate
- Establish good collaboration efforts:

- Invite the campus 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.
- Offer up opportunities to be trained in NAMI programs, sharing the training calendar with campus club contacts. Campus clubs may have interest in hosting support groups, presentations or classes as part of their activities.

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