Affiliate Checklist for Excellence

NAMI affiliates are expected to strive to achieve excellence in their support, education and advocacy activities. Your NAMI state and national offices will help guide and support your in these endeavors. The following checklist will help you determine if your affiliate is meeting the challenges of operating a NAMI affiliate.

	GOVERNANCE
	Board of Directors and working committees, with job descriptions
	Current bylaws in compliance with State and National
	Current NAMI Affiliation Agreement
	Articles of incorporation that meet NAMI standards
	Non-profit 501©3 status and IRS letter of determination or acceptable arrangement with state
	Regular business meetings
	Designated consumer representative active at State level and/or state consumer council
	Notice & minutes of all meetings
	Operating policies and procedures
	Annual tax filings, business license and other legal requirements all met
	OPERATIONS
	Annual budget
	Annual audit (if you are a 501 c (3))
	Bank account
	Program/business plan and/or strategic plan for affiliate
	Post Office Box
	Bulk mail permit
	Regular newsletter
	Communication strategy for reaching all members
	Consistent, accessible meeting sites
	Web access, email address; preferably Web site, use of email, list servs
	Use of technology systems (answering machines, financial software, etc.)
	Engaged in fund raising
	Work relationship with media representatives
	Active membership growth
	Use of NAMI Web Membership
	Two-way communications and information sharing with State and National
	Appropriate and continual community relations activities
	PROGRAMS:
	Support:
	Offering one or more venues for support
	Outreach and support for families of children/youth
	Outreach to and support for people with mental illness
	One or more affiliate contacts identified and equipped to handle public inquiries
	Education:
	Educational forums and presentations for public
	Outreach to underserved and priority populations
	Information and referral services
	Education programs for family members
	Education programs for consumers
	MIAW/anti-stigma educational efforts
	Advocacy:
	Advocacy in local community and at state level
	Representatives on local/state governing, agency, and service boards
	Relationships with colleague organizations and service providers
	Community Action opportunities available to engage members and the public
	Regular contact with elected officials