



**National WIC
Association**

Section: Organizational Structure	Subject: Committee and Task Force Membership Appointment Process	No. & Page:
Implementation		Date: October 12, 2007
Status: Approved by Board on October 12, 2007		

NWA Committee and Task Force Membership Appointment Process

Policy

NWA's policies are set by the Members of **NWA**. Participating on one of **NWA's** Committees and Task Forces helps Members grow professionally, build lasting networking relationships with your peers, and shape important policies for the future of WIC and WIC mothers and children.

NWA Committee and Task Force membership applications shall be reviewed and processed in a timely manner.

Procedure

1. NWA Committee/Task Force membership applications are submitted to the NWA Membership Coordinator either:
 - a) by the person seeking appointment; or
 - b) through nomination by another NWA member.
2. Once received, an application is sent to the appropriate Section chair for approval by the Section. In situations where there are more applicants than available vacancies, approvals will be based on a majority vote by the Section members.
3. When an application is approved by the Section, the Section chair will notify the NWA Membership Coordinator of the approval so that it can be forwarded to the Association's Board Chair for final approval. For joint NWA and USDA workgroups, reviews will be conducted by the appropriate section as determined by the Board Chair.
4. After the Board Chair's approval, the NWA Membership Coordinator will send a letter of appointment to the appointee that includes the start and end date of the appointment along with a Committee/Task Force roster and a Committee/Task Force job description. A courtesy copy of the letter will be shared with the Section and Committee/Task Force chair.
5. For candidates who are not appointed, a notification letter will be sent to them. A copy of the letter will be shared with the Section chair.