

11 Apr 2025

**MEMORANDUM FOR NATIONAL GUARD ASSOCIATION OF TEXAS (NGAT) UNIT DIRECTORS SERVING AS BOARD MEMBERS**

**SUBJECT:** Performance Expectation of NGAT Unit Directors.

1. **PURPOSE.** This memo describes NGAT expectations of the unit directors.
2. **BACKGROUND.** The NGAT Board consists of elected officers of the Association, the NGAT Executive Director, and elected and appointed board members. Unit reps are nominated by their unit leadership and elected by delegates at the annual meeting. Unit reps provide representation of an entire unit element on the NGAT Board. They are the voice for Commander and all subordinate units as a Board member. They also provide communication to the unit members they represent regarding Board decisions, actions, events, and Association status.
3. **NGAT Expectations of the Unit Director.**
  - a. Attend regular BOD meetings on both days (Sunday 1200-UTC and Monday 0800-1200), observing the attendance requirements in NGAT Policy 1 Repeated Absence of Board Director.
  - b. Attend the annual conference in its entirety and support the conference events as a Board member.
  - c. Attend special meetings of the Association called by the President, majority of the Board of Directors, or by petition of 100 membership.
  - d. Communicate/inform unit commander, leaders, and unit members about Board meeting information, decisions, outcomes, etc.
  - e. Communicate to all elements of the represented organization regarding membership and membership incentives, resolutions solicitation, active legislative actions and member support requested (e.g. call your congressman), and conference information including registration timelines and coordinating instructions.
  - f. Assist with coordinating SSLI representative visits to units for insurance product presentations.
  - g. Participate in committee work by attending committee meetings and providing support by volunteering to conduct work on behalf of the committee.
4. If you feel unable to perform duties on behalf of your unit on the NGAT Board as a unit director you are responsible to conduct the following actions:
  - a. Inform your commander of your situation and request a replacement for your unit rep Board member position.
  - b. Inform the President of NGAT of your inability to serve in your role and actions your unit is taking to replace you.



**NATIONAL GUARD ASSOCIATION OF TEXAS**  
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5. POC for this memo is undersigned at email: [president@ngat.org](mailto:president@ngat.org), ph# 817-301-3303.

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