



National Model Railroad Association

Division Superintendents – Expectations and Responsibilities

The National Model Railroad Association (NMRA) is a three-tiered organization, from National through Regions to Divisions. Individuals join the NMRA at the National level, but most of their interactions, as well as where they gather, socialize, learn, and contribute, occur at the Divisions. With few exceptions, the Division has more impact on the satisfaction and retention of individual NMRA members than Regions or NMRA's national officers and Board of Directors. As leader of the Division, the Division Superintendent normally has more impact than any other on the success of the entire NMRA organization. Specific duties, responsibilities, and authorities assigned to individual Division Superintendents may vary and should be set forth in each Division's bylaws. In general, Division Superintendents' responsibilities include the following:

- Ensure Division information sources, including newsletter, website, and social media, are kept up to date with dates, times, and locations of events, reports of activities, and contact information, as these are key resources for Divisions within the Region and for recruiting new members.
- Provide positive leadership and direction for the Division. Regularly communicate effectively with all Division members. Promote a positive culture of support.
- Implement and support NMRA and Region programs.
- Serve as the Chief Executive Officer of the Division, conduct all Division business consistent with NMRA rules and regulations, their Region's rules and regulations, and their Division bylaws. Schedule and preside over Division Board of Directors (BoD) and General Membership meetings, and ensure that all orders and resolutions of the BoD are carried into effect.
- Organize regularly scheduled events for Division members to attend.
- Be responsible for the overall planning and coordination of Division activities, including marketing.
- Execute all legal documents requiring the signature of the person authorized to represent the membership except where the signing and execution thereof shall expressly be delegated to some other officer or agent by the Division BoD or bylaws.
- Keep Division members informed of the actions and activities of the Region BoD and NMRA BoD.
- Maintain contact with the Region President or Superintendent to include reporting new Division Officers and Committee Chairs as soon as they are elected/appointed.
- Actively engage with the Region Board of Directors in accordance with the Region's guidance documents.
- Develop an effective recruitment and retention program.
- Review monthly NMRA membership reports and act on new, expired, or changed membership status.
- Respond promptly to all requests for information from their Region and the NMRA.
- Through their assigned Region, advise NMRA HQ of Division member issues and concerns.
- Request assistance promptly through their Region or directly to NMRA HQ for matters requiring a higher level of authority.
- Appoint committee chairpersons and ad hoc committee members as needed. Be a member ex-officio of all appointed committees.

Additional information as well as a suggested list of committees is included in the Division Superintendent's Handbook:

https://www.nmra.org/sites/default/files/education/regions_divisions/division_superintendent_handbook_20160428.pdf