

National association of
manufacturers

HOW

NAM

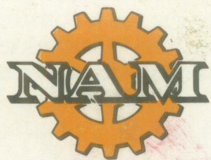
SERVES

YOU

AND

THE

NATION!



INSTITUTE OF INDUSTRIAL
RELATIONS LIBRARY

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ACTIVITIES

PROGRAMS

SERVICES

National association of manufacturers.
[New York, 1960?]

NAM's Constant Objective

"... to do everything honestly, intelligently, sincerely, and energetically to provide and preserve that atmosphere in which free, private, competitive enterprise can operate in the best public interest."

On this basis, the Association serves industry and the nation by:

- MOBILIZING INDUSTRIAL LEADERSHIP
- SPOTLIGHTING NATIONAL PROBLEMS
- DEVELOPING POSITIVE PROGRAMS
- BUILDING PUBLIC UNDERSTANDING AND ACTION
- SUPPORTING SOUND LEGISLATION

Policies observed in implementing these member, public, and governmental activities originate as recommendations by NAM's thirteen economic policy committees.

Following NAM Board approval of recommendations, leadership mobilization; field programs to be instituted by the Association's Headquarters, five Divisional and thirteen Regional Offices; and culminating activities of NAM's Washington Office with Congress, Federal departments, and agencies, are prescribed by NAM's Board of Directors.

ECONOMIC POLICY COMMITTEES

These thirteen committees, totaling some 3,000 representatives of member companies, devote their specialized talents to detailed study of economic problems; the development of sound positions; and the preparation of policy recommendations for consideration by NAM's Board of Directors.

GOVERNMENT FINANCE

Taxation

This committee concerns itself with both the philosophy and detail of federal tax law, and has for its ultimate goal, a fair and equitable tax rate structure providing minimum impediment to economic growth.

Interpretative reports on current issues:

HOW TAX RATE REFORM WOULD BENEFIT YOU
PULLING DOWN THE TAX RATE BARRICADE TO
GREATER PROGRESS

THE RELATION OF TAX RATE REFORM TO
ECONOMIC PROGRESS
TAX TREATMENT OF COOPERATIVES

Government Economy

This committee deals with the level, pattern, and control of federal spending. It is concerned with the integrity of the budget concept; the procedure of Congressional authorizations and appropriations; and the administrative mechanics of spending. Its considerations also involve the role and scope of federal functions and intergovernment relations.

Interpretative reports on current issues:

FISCAL CROSSROADS — THE 1961 FEDERAL
BUDGET
THE "PRIMROSE PATH" OF CENTRALISM



Money, Credit and Capital Formation

This committee is concerned with the relationships of the money and credit system, the public debt, and the sources and supply of capital, to economic growth without inflation.

Interpretative reports on current issues:

MONEY AND CREDIT MANAGEMENT
PERSPECTIVE ON GOLD

ECONOMIC PROBLEMS

Industrial Problems

This committee champions freedom of business action and promotes the creation of a favorable business climate as a desirable alternative to government regulations, controls, intervention and competition.

Interpretative reports on current issues:

FAVORABLE BUSINESS CLIMATE
A NEW SOURCE OF CREDIT FOR SMALL BUSINESS
MAJOR TENDENCIES IN BUSINESS FINANCE
THE STATISTICS ON MERGERS
FINANCING SMALL BUSINESS
BUSINESS SIZE AND THE PUBLIC INTEREST

Conservation and Management of Natural Resources

This committee promotes the wise development and use of soil, timber, water, minerals, range and wildlife; supports the principles of multi-use, sustained yield and local control; and fosters educational programs to protect dependent industries against federal domination and control.

Interpretative reports on current issues:

TVA: FULL STEAM AHEAD?
WATER IN INDUSTRY
TOWARD THE WISE USE OF OUR NATIONAL
WATER RESOURCES

Patents

This committee alerts industry to new patent, trademark, copyright and related developments; disseminates its views to the public and appropriate government agencies; works to protect companies and inventors from harassing legal and regulatory practices; and presses for private retention of patent rights growing out of government contracts.

Interpretative reports on current issues:

OUR PATENT SYSTEM — IS IT WORKING?
PATENTS AND YOUR TOMORROW
THE IMPORTANCE OF THE U.S. PATENT SYSTEM
PATENTS, PROGRESS AND PROSPERITY
PATENTS AND PROGRESS (RADIOCAST)
PATENT RIGHTS UNDER GOVERNMENT
CONTRACTS
THE CARE AND FEEDING OF IDEAS (FILM)

National Defense

This committee develops policies calculated to protect government prime and subcontractors from unrealistic and costly federal regulations; assists the government in mobilization and survival planning; and works for sound government contract procedures.

Interpretative report on current issues:

WHAT'S WRONG WITH RENEGOTIATION?

Nuclear Energy

This committee works to insure sound development of a private, competitive nuclear industry; protect licensees and contractors from undue government regulation; and promote continuing programs to minimize government competition with private industry in this new energy field.

Interpretative reports on current issues:

NUCLEAR ENERGY — A CHALLENGE TO
THE STATES
RADIATION HAZARDS AND WORKMAN'S
COMPENSATION
NUCLEAR ENERGY ABROAD — PROSPECTS FOR
U. S. INDUSTRY

Research

This committee works to advance private industrial research in the U.S.; protect business from improper governmental intrusion in the research field; promote optimum use of technically trained manpower; and support maximum improvement in scientific and engineering education.

Interpretative reports on current issues:

RESEARCH AND ITS EVALUATION FOR SMALL
BUSINESS
THE RIGHT TO BE WRONG

Marketing

This committee works to protect industry from excessive regulation on pricing policy, dealer relationships, and other marketing functions; alert marketers to the growing volume of restrictive marketing legislation; improve marketing data; and promote education on the new concepts, role, and value of marketing in the U. S. economy.

Interpretative reports on current issues:

THE LEGISLATIVE THREAT TO MARKETING
HOW MUCH GOVERNMENT CAN MARKETING
STAND?
WHAT MODERN MARKETING MEANS TO
CORPORATE SUCCESS
TOMORROW'S CORPORATE MARKETING
MARKETING INFORMATION — TOO MUCH OR
TOO LITTLE?
MEETING THE NEW ATTACK ON TODAY'S
DISTRIBUTION COSTS
INTERNATIONAL COMPETITION — A BIGGER JOB
FOR MARKETING EXECUTIVES

INDUSTRIAL RELATIONS

Employee Health and Benefits

This committee studies and gives consideration to major issues and proposals involving both governmental and private employee benefit and retirement security programs; and with matters of industrial health and safety.

Interpretative reports on current issues:

A SMALL PLANT ACCIDENT PREVENTION
PROGRAM
MANAGEMENT FACES THE PENSION PROBLEM
UNEMPLOYMENT COMPENSATION IN A FREE
ECONOMY
MEDICAL CARE FOR THE AGED
INDUSTRY LOOKS AT THE WELFARE AND
PENSION PLANS DISCLOSURE ACT

Industrial Relations

This committee concerns itself primarily with policies and principles underlying sound national labor policy; with government intervention in industrial and employee relations; with effective employer-employee relations; with the concentration of power in labor unions; and with problems of manpower, wages and hours.

Interpretative reports on current issues:

MONOPOLY POWER AS EXERCISED BY UNIONS
LEGISLATIVE PROPOSALS FOR DEALING WITH
NATIONAL EMERGENCY STRIKES
LABOR-MANAGEMENT COOPERATION AND ITS
MEANING FOR ECONOMIC GROWTH
CHECK POINTS FOR SOUND COLLECTIVE
BARGAINING

INTERNATIONAL ECONOMIC AFFAIRS

This committee deals with major international economic issues of direct concern to United States manufacturers, and dissemination of information abroad on the American competitive enterprise system.

Interpretative reports on current issues:

NAM ACTIVITIES AND POLICY POSITIONS
RELATED TO INTERNATIONAL ECONOMIC
MATTERS
REPORT ON INTERNATIONAL FINANCIAL
ORGANIZATIONS

ECONOMIC RESEARCH

NAM's research department is recognized for its authoritative studies on economic and business problems. Its published findings, made largely for the guidance of the Association's policy committees, also serve as the basis for public information programs with wide distribution to schools, colleges, editors, columnists, and opinion leaders nationally.

Selected titles include:

THE STATISTICS ON MERGERS
SO PEOPLE MAY PROSPER
FOREIGN COMPETITION — A CHALLENGE
FOR AMERICA
BUSINESS SIZE AND THE PUBLIC INTEREST
MAJOR TENDENCIES IN BUSINESS FINANCE
A NEW SOURCE OF CREDIT FOR SMALL BUSINESS
THE ECONOMICS OF PROGRESSIVE TAXATION

THE ECONOMICS OF GOVERNMENT SPENDING
EMERGING ECONOMIC PROBLEMS OF THE 1960's
AUTOMATION, A PRIME SOURCE FOR MORE
AND BETTER JOBS
PRODUCTIVITY, A MEASURE OF ECONOMIC
PROGRESS

Monthly Economic Bulletin

Featured graphically in the *NAM News* at monthly intervals, *News-Facts on Economic Conditions* provides a concise selection of outstanding indicators arranged for quick judging of current economic conditions and trends at the national level.

Reference Library

As a center of basic source material, NAM's Research Department library serves the Association's reference needs.



PUBLIC RELATIONS

Nation-wide, NAM uses proven communications techniques to present industry's views on national issues and build public acceptance of the superiority of the American competitive enterprise system.

The Association also acts as a service of supply to members, editors, broadcasters and opinion leaders in furnishing the services, researched materials and programs needed to carry on effective employee and public relations programs at plant and community levels.

Services, materials, and programs include:

OPINION RESEARCH STUDIES

Periodic surveys of both public and business attitudes toward current issues provide the Association with a sound basis for planning and implementing effective public relations projects.

PERIODICALS

"NAM News"

A weekly publication providing information on Association activities, and economic, legislative and legal developments affecting industry goes to all members.

"Service for Company Publications"

A monthly service containing story ideas, features, editorials and cartoons on economic and industrial problems goes to 1,400 employee publication editors.

"Program Notes"

A bi-monthly service providing program materials, club activity suggestions, and supplementary aids for economic discussion programs goes to 20,000 key leaders and program directors of women's clubs.

"Dateline"

A monthly information bulletin (September through June), featuring special news-notes and timely articles of interest to church publication editors and educators, chaplains, and church and synagogue leaders, goes to some 11,000 recipients.

Special Reports

Interpretative briefs on current national issues are prepared for members as need is indicated.

PRESS SERVICES

National and Local Releases

Comprehensive press releases featuring Industry's views go to the nation's press from NAM's headquarters and regional offices on a continuing basis.

Editorial Service

On a request basis, two editorials a week dealing with current issues, are furnished to the daily newspapers of the nation.

"Industrial Press Service"

A bi-weekly "clip sheet" of feature stories, editorials, cartoons, and news on economic issues is furnished to 3,000 weekly newspaper editors.

"Industry Reports"

Concise analyses of current issues are supplied as background material to editorial writers, columnists, and commentators on a continuing basis.

"No Comment"

A weekly column on national affairs prepared in NAM's Washington office is published regularly in 910 daily and weekly papers.

"National Outlook"

A weekly column analyzing trends and predicting developments on the economic progress of the nation appears regularly in some 670 daily and weekly papers.

Magazine Articles

Special articles on current affairs are written on a continuing basis for, or at the request of, national popular, trade, and other magazines.

Press Conferences

On a continuing basis, national and local press conferences on major events of economic interest are arranged for NAM principals, supplemented by assistance to news reporters and feature writers.

PUBLIC PLATFORM

NAM's President, acting as chief spokesman for the Association, maintains a continuing schedule of public appearances with attendant coverage by the nation's press, radio, and television. The President, officers and staff, including three full-time staff speakers, fulfill an average of more than

1,000 speaking engagements annually. Additionally, member industrialists tell industry's story to more than 700 school and college audiences each year.

RADIO-TELEVISION

"Industry on Parade"

A weekly newsreel — Peabody Award Winner and oldest continuing television show—takes the public behind factory gates on 250 U. S., 25 armed forces, and 34 foreign television stations.

National and Local Broadcasts

On a continuing basis, NAM members and staff appear on radio programs ranging from those of a local station to nation-wide broadcasts. Special appearances by principals and staff are also frequently scheduled as participants on panels, forums, and interviews.

BOOKLETS

On a continuing basis, informative booklets on national problems are issued to present industry's views to appropriate segments of the nation's reading public.

EMPLOYEE LEAFLETS

For increasing economic understanding among employees, NAM makes available to employers at a nominal cost, a series of eye-catching folders. Written in popular language, the series helps to explain *capital formation, competition, productivity, profits, dividends, price fixing, automation, and inflation.*

MOTION PICTURES

Films on inspirational and economic themes are viewed each year by some 4,300,000 persons at 70,000 NAM-arranged showings before business groups, schools, colleges, and community organizations.

VISUAL DEMONSTRATIONS

Slide films, charts and flannelboard demonstrations which tell industry's story are presented at several hundred NAM-sponsored meetings with business and opinion leaders in an average year.

PERSONAL CONTACT

NAM Headquarters, Washington, Divisional, and Regional office staff maintain year-round contact with press, radio, and television officials; church and synagogue leaders; women's club officers; and other leaders of American thought and opinion.



PUBLIC AFFAIRS PROGRAM

Today, politics is every businessman's business. No longer can the political aspects of citizenship be satisfied merely by "check book" participation if good government is to survive in a form compatible with industrial progress in America's growing economy.

To help businessmen find and play a proper role in the political arena, NAM's non-partisan *Public Affairs Program* was established.

In brief, the program alerts management to political realities and the need for wider participation by businessmen in the selection of public officials; aids top management in developing the use of political skills by middle and junior management personnel; makes available to NAM members information, research, educational materials, and counsel; and provides the "know-how" for cooperating with affiliated associations and other organizations.

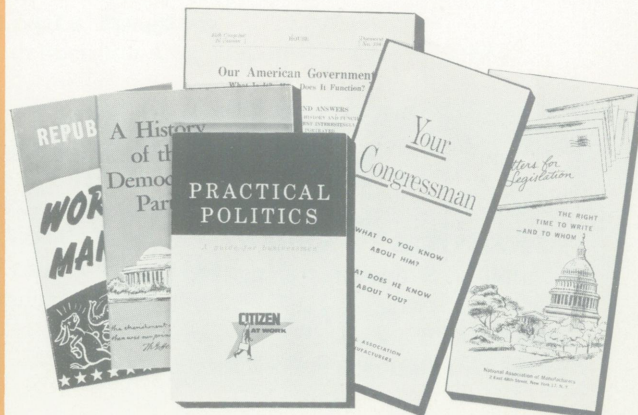
A periodic *NAM News* supplement, *Public Affairs*, keeps NAM members posted on management's Public Affairs activities.

Working tools for group and individual training in the program include:

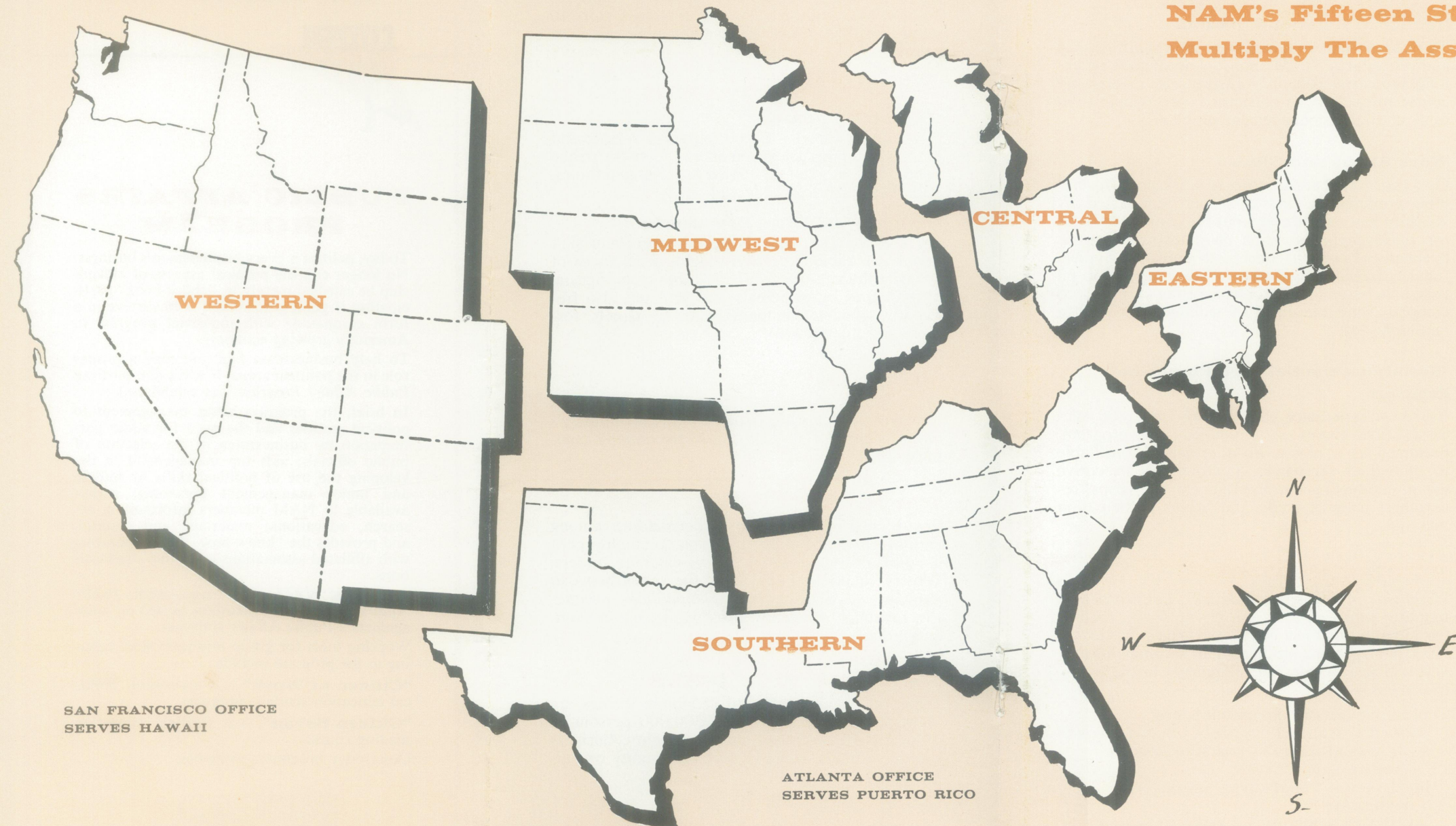
"**Citizen at Work**" — a six-session political education seminar program.

"**Citizen Seven**" — a political education reading course.

Descriptive brochures available.



NAM's Fifteen Strategically Located Offices Multiply The Association's Effectiveness



SAN FRANCISCO OFFICE
SERVES HAWAII

ATLANTA OFFICE
SERVES PUERTO RICO

NAM member companies

PRODUCE 75%
of total U. S. manufacturing output;

EMPLOY 71%
of the U. S. industrial work force!

NAM Represents all size businesses:

83% of member companies employ less than 500;

46% employ less than 100;

28% employ less than 50.

GENERAL OFFICE

2 East 48th St., New York 17, N. Y.—MU 8-4200

WASHINGTON OFFICE

918 16th St., N. W., Washington 6, D. C.—RE 7-3630

EASTERN DIVISION

New York-New Jersey Region

2 East 48th St., New York 17, N. Y.—MU 8-4200

Boston Region

80 Boylston St., Boston 16, Mass.—LI 2-8736

Philadelphia Region

7 Wynnewood Road, Wynnewood, Pa.—MI 9-3830

CENTRAL DIVISION

Michigan-Ohio Region

2227 First Natl. Bldg., Detroit 26, Mich—WO 5-5900

Pittsburgh Region

530 William Penn Place, Pittsburgh 19, Pa.—CO 1-4787

SOUTHERN DIVISION

Atlanta Region

878 York Avenue, S.W., Atlanta 10, Ga.—PL 8-6726

Houston Region

1600 Holcombe Blvd., Houston 25, Tex.—JA 8-1576

MIDWEST DIVISION

Chicago Region

201 North Wells St., Chicago 6, Ill.—AN 3-2061

Minneapolis-St. Paul Region

1530 Rand Tower, Minneapolis 2, Minn.—FE 5-2119

St. Louis Region

25 South Bemiston Ave., St. Louis 5, Mo.—VO 3-8335

WESTERN DIVISION

San Francisco Region

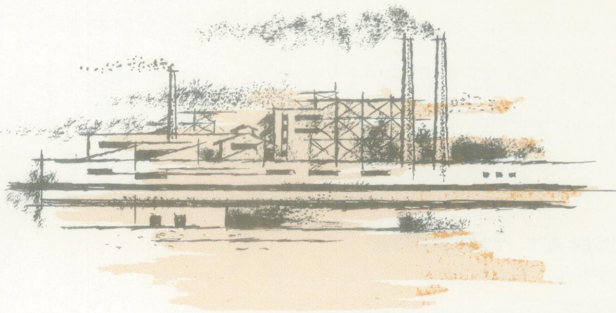
532 Emerson St., Palo Alto, Calif.—DA 3-0291

Los Angeles Region

3440 Wilshire Blvd., Los Angeles 5, Calif.—DU 9-4128

Portland Region

420 Pacific Building, Portland, Ore.—CA 7-2637



INDUSTRIAL RELATIONS

NAM believes that the development of an efficient and satisfied work force is not only good business practice, but essential to the survival of our free society. To these ends the Association, guided by its policy committee of some 350 experienced industrial relations executives from member companies, recommends action at plant, community and national levels to meet NAM member needs on collective bargaining, employee communications, personnel policies, and related industrial relations problems. As occasion demands, Advisory Groups are set up to deal with issues of special importance.

GENERAL INFORMATION SERVICE

On a continuing basis, NAM alerts its members to major labor issues on the national front; interprets significant trends in employee relations; arouses employers to the need for enlightened action on specific problems; develops sympathetic understanding of industry's employee relations problems with outstanding organizations, university and government agencies; and promotes industrial relations accord internationally through industrial missions, contacts with employers, individuals, and governments of other nations.

TECHNICAL INFORMATION SERVICE

A daily flow of member requests are honored by NAM for information and guidance in the fields of human relations, employee communications, supervision, and labor-management relations generally. Periodically, information bulletins, studies, reports and pertinent articles are issued to provide employers with help in the cultivation of improved relations with employees. In these areas, particular emphasis is placed on the needs of the smaller employer.

PROGRAM ACTIVITIES

Industrial Relations Institute

To promote sound management philosophy, policy and procedures, NAM sponsors an annual, week-long Industrial Relations Institute as a refresher course for executives concerned with human relations and labor-management problems.

Work Shops and Clinics

On a year round basis, scores of workshops, round-table conferences, and clinics are conducted by NAM in key cities throughout the country to focus top management attention on industrial relations problems of current concern to industry. Typical subjects include the impact of labor legislation on collective bargaining; problems of the unorganized company; and the effect of technological change on employees.

"Satisfying the Salaried Employee"

Program

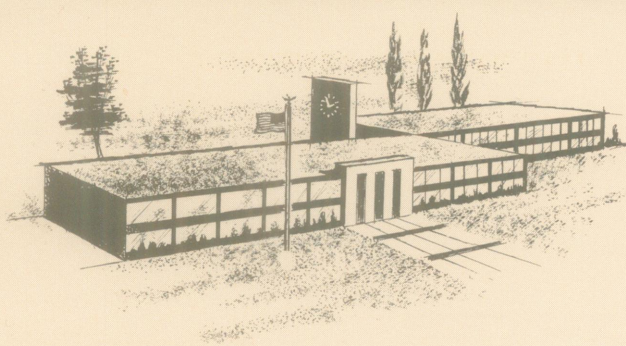
Based on experience gained from some 400 successful field clinics on the subject, this program, packaged as a how-to-do-it project, is available to individual companies. Featured for executive use in conducting the program are film strips, recordings, leader's guide and group participation materials.

PUBLICATIONS

Highlights in Industrial Relations, published as a monthly supplement to the *NAM News*, focuses the attention of busy NAM executives on current labor-management problems and solutions to provide a digest of latest developments in the industrial relations field.

Typical publications on current issues:

- SHOULD A MAN HAVE TO JOIN A UNION TO WORK?
- SOME DO'S AND DON'TS FOR SUPERVISORS
(UNDER LABOR LAW)
- BUSINESSMAN'S EMPLOYEE RELATIONS
BOOKSHELF
- MAKING AN AUDIT OF SALARIED PERSONNEL
PRACTICES
- LABOR-MANAGEMENT RELATIONS — A LOOK
AHEAD
- HIRING HANDICAPPED PEOPLE
- DEALING WITH EMPLOYEES AS INDIVIDUALS
- HUMAN RELATIONS AND EFFICIENT PRODUCTION
- SAFETY IN SMALL PLANTS
- IMPROVING HUMAN RELATIONS
- SETTLING COMPLAINTS IN THE
NON-UNIONIZED OPERATION
- REPORT ON EMPLOYMENT OF MATURE WORKERS
- A STUDY OF COMPULSORY ARBITRATION IN
SIX FOREIGN COUNTRIES



EDUCATION RELATIONS

In the development of better understanding and acceptance of the economic and social principles to which America owes its envied progress, NAM has a long record of fostering close working relationships between education and industry. The Association's programs to these ends are guided by working committees of outstanding educators and businessmen.

ACTIVITIES

Scholarship Awards

Each year, NAM grants five college level scholarships to outstanding students majoring in economics, science, mathematics, or business administration.

High School and College Speaker Bureau

Acting as a clearing house, NAM's headquarters and field offices coordinate arrangements for businessmen to accept an average of some 700 invitations a year to address school and college groups on the many aspects of the American industrial system.

ECONOMIC TEACHING AIDS

Visual Economics Program

How our Business System Operates (HOBESO), a flannelboard, conference-type program originally designed for use with company employees, is now also being used to help high school and college students understand the "hows" and "whys" of the American competitive system. Welcomed by teachers, this visual aid program has found use in more than 600 schools in some 40 states.

Educational Films

NAM sponsored informational films, many of them taking students through America's factory gates via adaptation of NAM's *Industry on Parade* television series, provide students with a preview of industry at work.

Education Publications

NAM prepares and distributes specialized materials of interest to professional educators. Current titles include: *This We Believe About Education*; *Our Teachers: Their Importance To Our Children and Our Community*; *Investment In The Future*; *This We Believe About Economic Education*.

A catalog of NAM educational materials mailed each year to some 70,000 school administrators and teachers facilitates ordering economic teaching aids, economic studies, films and publications desired for instruction and reference purposes.

With the help of its Educational Aids Advisory Committee, NAM prepares and distributes teaching aids specially designed for classroom use. The "NAM Educational Aids" imprint stamps these booklets as recommended by professional educators and assures acceptance by teachers.

"Industry and the American Economy" Series

Outstanding among NAM teaching aids is the new *Industry and the American Economy* series of eleven booklets (with a guide for teachers) on business economics. Written in terms acceptable to educators; understandable to students; and approved by NAM's Educational Aids Advisory Committee; the series provides a comprehensive, up-to-date introduction to economics suitable for classroom use in improving student understanding of the American business system.

Titles in the Series are: *The Growth of American Industry*; *You and American Competitive Private Enterprise*; *Capital and Economic Growth*; *Productivity and Production in Industry*; *Industry's Profits*; *Industrial Research and Development*; *The Role of Competition*; *Wages and Prices in an Industrial Economy*; *Industry — Organization and Employees*; *The Role of Marketing*; *Our Native Land*.

Available at no charge to teachers in classroom quantities on request, this series has been enthusiastically adopted for use by economics, history and social science teachers across the nation.



ECONOMIC EDUCATION PROGRAM

Each year more than two million American high school students are absorbed directly into the nation's workshops and factories. Less than 5 out of each 100 have been exposed to as much as a one semester course in business economics.

In the belief that understanding and acceptance of business principles by industry's young employees will ultimately create new safeguards to freedom through intelligent action on public issues, NAM has created an integrated Economic Education Program for member use.

Co-ordinated by NAM's Member Relations Division, the program is administered through Regional Offices.

Elements of the Program include:

Job Economics Questionnaire Service

(No charge to NAM members)

Employer application of this 36 question Quiz to young employees provides management with basic information to: (1) *determine the need for in-plant economic education*; (2) *evaluate employee progress in understanding business facts of life*; (3) *determine employee potential for advancement*; (4) *establish the case for economic education in local high schools*; (5) *secure educator cooperation in including economic education in the high school curriculum*; and (6) *provide a yardstick for continuing measurement of a school's effectiveness in teaching business economics*.

Confidential Scoring Guides are provided to employers making use of the Quiz Service.

Educational Aids for Schools

(No charge for classroom quantities)

NAM's educator-approved *Industry and the American Economy* series of 11 booklets (some with teacher guides) tell the business story in terms understandable to students; and provide a comprehensive introduction to business economics. For titles, see listing on page 9.

Employee Communications Leaflets

(At cost to NAM members)

Where in-plant need of economic information is indicated, popular language leaflets are available for distribution to employees. For economic principles explained in this series, see listing under *Employee Leaflets* on page 5.

INTER- ASSOCIATION RELATIONS

Keenly aware of the tremendous potential inherent in cooperative action with associations which share NAM's dedication to the preservation and advancement of sound economic principles, the Association works to expand and strengthen liaison with such groups.

Industrial Associations

The National Industrial Council, sponsored and staffed by NAM, is comprised of some 320 national, state and local employer associations representing every major industry and industrial area. Representatives of this informal organization bring to the deliberations of NAM's Committees and Board of Directors the views of their own membership in policy development; and cooperate with NAM on program, legislative and other activities of mutual interest.

Non-Industrial Associations

Through periodic conferences with policy and staff officers of agricultural, medical, retailing, banking, and other organizations of sound economic philosophy, NAM maintains continuing liaison to correlate activities designed to achieve common objectives.

Conference of National Organizations

As one of 29 major national organizations which make up the CNO, NAM participates in informal two-day roundtable sessions held three times a year. In these off-the-record discussions, leaders in labor, management, agriculture, education, and other segments of American society benefit by getting a better understanding of each other's viewpoint on issues of national interest.

Inter-American Council

The objective of this hemispheric Council in which NAM participates actively, is to foster efforts to maintain an economic climate in which private business and industry in the Western Hemisphere can operate more easily, effectively, securely, and profitably.



WASHINGTON RELATIONS

Culmination of NAM's nation-wide educational activities in seeking sound legislation is reached through the work of the Association's Washington Office.

GOVERNMENT RELATIONS DIVISION

NAM's Government Relations Division is well described as a two-way avenue of communication between industry and the federal government. Its staff specialists are in constant contact with the Congress and Federal departments and agencies to (1) provide government officials with industry's views on national and international problems; and (2) provide factual and interpretive reports to the NAM officers, directors and membership on significant executive and legislative happenings.

As part of the effort in presenting the Association's position, the staff arranges for a considerable number of formal Congressional Committee presentations of concern to industry during each session of Congress.

The Washington Bulletin, and many separate articles in the weekly *NAM News* interpret and keep Association members informed of developments and trends in the nation's capital.

LAW DEPARTMENT

Functioning as NAM's legal arm, NAM's Law Department, made up of a General Counsel, the Associate General Counsel, and three Assistant Counsel, advises and consults on association programs, policies and operations.

As a reporting agency, it keeps members informed on proposed legislation, court decisions, new statutes, regulations, and directives emanating from executive, judicial and administrative agencies.

In the legislative field, the Department cooperates with NAM's Government Relations Division in preparation of testimony for industry witnesses appearing before Congressional Committees. Staff also makes appearances and files statements.

In the administrative area, the Department initiates programs for the promulgation, repeal, or modification of existing regulations and represents the Association in formal proceedings before federal agencies and departments.

Additionally, members of the Department participate in NAM Policy Committee meetings, platform appearances, clinics, and conferences with bar associations and other groups.

Law Department publications and reports include:

Review of Legal Developments — a regular feature in the weekly *NAM News*.

NAM Law Department Memo — issued as need is indicated.

Special Reports — issued as developments warrant.

At Your Service...

For further information
on NAM's

- ECONOMIC POLICY
COMMITTEE
ACTIVITIES
- PROGRAMS AND
PROJECTS
- PUBLICATIONS AND
REPORTS
- MEMBER SERVICES

described in this booklet,
contact the Regional office serving
your area (listing shown on page 7)
or write to:

Member Relations Division

**NATIONAL
ASSOCIATION
OF MANUFACTURERS**

2 East 48th St., New York 17, N. Y.

A postal card is enclosed for
your convenience in transmitting requests.

**NAM MEMBER
CODE OF
BUSINESS
PRACTICES**

- 1** We will strive at all times to conduct the affairs of this company to merit public confidence in American business and industry and faith in our free, private, competitive enterprise system.
- 2** We will see that our employees are given every opportunity to progress with the company and are appropriately compensated for their work.
- 3** We will deal fairly with customers and suppliers and extend to them the same treatment we wish to receive ourselves.
- 4** We will compete vigorously to serve our customers and expand our business, but we will avoid unfair or unethical practices.
- 5** We will seek, through sound management practices, to produce the profit necessary to the continued progress of the business and so fulfill our responsibilities to our stockholders, customers, community, and nation.



YOU ARE IN

GOOD COMPANY

**WHEN YOU ARE A MEMBER
OF NAM!**