

Proposed Bylaw Amendments- Add Section 7.5: Updating & Publicizing Officer Job Descriptions – (Volume 2 EVP & NVP)

*Summary: These amendments would add elected officer job descriptions to the bylaws by adding the following **(bold)** sections to the Constitution. There are also proposals to restructure the NEC. Any amendment proposing to eliminate a position would supersede this amendment, and that position's text would be eliminated from the amendment. Any reference to a current position that is eliminated in the 2016 restructuring proposals will be eliminated.*

Compliance Note: This is a consolidation of approximately 11 proposed job descriptions in one document for convenience. It is under the 3 pg limit for each proposal.

Contact: This proposed amendment is being offered by Caitlin Kelly Henry ckh@caitlinkellyhenry.com (510)277-2025. You can give feedback here <https://tinyurl.com/NLGfeedback>.

Rationale

See rationale on proposal Volume 1.

Proposed Additions -Adding Bylaw Section 7.5

Executive Vice President

Executive VP 1

Three (3) year term, part of EC. Responsible for fundraising, and leading major initiatives and projects of the NEC and NLG.

Executive VP 2

Three (3) year term, part of EC. Responsible for fundraising, and leading major initiatives and projects of the NEC and NLG.

- Both EVPs Co-Chair Convention Committee.
 - Serve as liaison between convention Safer Spaces group and NEC/NO. (OMBUSDPERSON will fulfil this role if approved)
 - Chair the Resolutions Committee.
- Plan and execute the Annual Convention. Develop workshop/panel forms and publicize selection process in conjunction with NO. Coordinate award selection process with NO.
- Responsible for conducting, evaluating, and publicizing annual convention survey. Work with NO to put on website and publicize survey and results.
- Write report about plenary and voting results for NEC meeting and for circulation on lists and in Guild Notes.
- Responsible for conducting, evaluating, and publicizing annual member survey in conjunction with NO (including survey of organizational goal achievement and satisfaction for: NEC; NO staff; Chapter staff; project/caucus/committee work, etc., as well as attrition issues). Must write survey results analysis and report on it at winter NEC meeting.

- Circulates meeting notes to membership (Secretary will fulfil this role if approved))
- Raise \$500 a year for the national NLG.
- Support Regional VPs and committees/caucuses/projects.
- Support TUPOCC and the Transformative Caucus work. Support anti-oppression trainings at NEC meetings and at national convention.
- Coordinate NEC internal trainings: anti-oppression, fundraising, organizational development, facilitation, strategic planning, etc.
- Support Anti-Harassment Complaint Board activities. (OMBUSDPERSON will fulfil this role if approved)
- Facilitate complaint/grievance process development and implementation. (OMBUSDPERSON will fulfil this role if approved)
- Develop membership recruitment strategies and tools, create campaigns and support NO staff and Regional Representatives in member recruitment and retention.
- Attend all NEC meetings in person.

National Vice President

National VP 1

Two (2) year term. The 3 NVPs share responsibility for contact and assistance to national committees, projects, task forces, and other NLG entities which do not have representation on the NEC.

National VP 2

Two (2) year term. The 3 NVPs share responsibility for contact and assistance to national committees, projects, task forces, and other NLG entities which do not have representation on the NEC.

National VP 3

Two (2) year term. The 3 NVPs share responsibility for contact and assistance to national committees, projects, task forces, and other NLG entities which do not have representation on the NEC.

Although the National Executive Committee is a sizable board, the three National Vice Presidents are among only five positions (with the President and two Executive Vice Presidents) that are elected by the national membership as a whole. As such, NVPs must not only cooperate with initiatives of other NEC members but also actively support committees and projects that do not have their own representative to the NEC. NVPs think strategically about the NLG as a whole, again with special attention to national and international developments that might need an organizational response but fall outside the specialized purview and expertise of the groups represented on the NEC. How these responsibilities manifest at any given time will change with the political climate and organizational focus. Some concrete areas of responsibility might include:

- Committees and Projects. The NVP shall work to create channels of communication with the Committees and Projects not otherwise represented on the NEC, discussing with their representatives any support it need, its activities,

and decisions that the NEC makes and conversations the NEC is having that affect members and the work of the Guild. This work shall take place in concert with the work of the regional representatives and the staffed chapters.

- Supporting Regional Representatives. This job duty is meant to offer support to the regional representatives who must organize their own regional conferences and build their regions with varying levels of support based on location. The three NVPs shall be assigned to support a number of regional representatives. For example NVP3 may be assigned to assist the regional representatives of the Southern, Mideast, and Northeast regions, NVP2 may be assigned to assist in the Southwest, Midwest, and Far West, and the same for NVP1. This job duty is also meant to allow the RVP's more time to liaise with their members rather than the NEC committee work.
- Ad Hoc and New Initiatives. From time to time, the NEC will identify political or legal developments or other reasons for the NLG to launch activities that do not clearly fall within an existing Committee's or Project's area of responsibility. In these instances, NVPs may be called upon to organize and support these initiatives.
- Importantly, NVPs have responsibilities in common with all NEC members, including:
 - Fundraising. One of the primary areas of work for the NVP will involve assisting in the area of fundraising. One of the NVP's shall sit on the permanent NEC fundraising committee and assist in implementing the goals of the fundraising plan. One of the NVP's shall work with the executive committee and to help craft and implement the fundraising plan. This work may involve very regular conference calls, research and writing on fundraising proposals and plans, assisting other members in achieving fundraising plan goals, and working closely with the fundraising committee. Each NVP must raise at minimum \$500 per year for the national NLG.
 - Supporting TUPOCC and the coalition work of the Transformative Caucus. Essential to the survival of the Guild and the aspiration to become more relevant to low-income communities and communities of color. The NVP should work to support TUPOCC and the Transformative Caucus coalition work. The NVP should take an active role in supporting anti-oppression trainings at NEC meetings and at national conventions. The NVP should support the Anti-Racism Committee in its work to build an anti-racist organization.
 - Convention Planning. The NVP shall help plan and execute the Annual Convention. This might involve serving on the Resolutions Committee or otherwise assisting the NEC Convention Planning Committee in organizing the Convention, ensuring that the diversity guidelines are met, supporting panel and workshop organizers, assisting the local convention planning committee, and supporting the convention planner.
- Attend all NEC meetings in person.
- Participate in at least one NEC Committee: Finance, Fundraising, Governance, or Convention.