

Proposed Bylaw Amendments- Add Section 7.5: Updating & Publicizing Officer Job Descriptions (Volume 1 - President & Treasurer)

*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. 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

Information about the NEC and its membership positions and tasks are not easily found online. In the spirit of transparency and to ease members finding this information in one place, this amendment is offered to put NEC job descriptions in the bylaws. Job descriptions are clarified and supplemented here.

National Executive Committee (NEC): The NEC is responsible for convention planning, budgetary matters, endorsements, policy issues, and more. Currently the NEC meets 3 times a year (generally in New York), and at the convention. The National Office historically paid for President, Treasurer, Executive VP, National VP, Student NVP and Legal Worker NVP travel to the 3 non-convention meetings. Each position has one vote, except for the national office staff that has two combined votes regardless of how many staff attend the meeting. This means that “co” positions get one vote together. This means that incumbents vote and “elect” not yet incumbent officers do not vote.

Executive Council (EC): Some NEC officers are part of the Executive Committee (EC). The EC is comprised of the Legal Worker Vice President, the two Executive Vice Presidents, the senior Student Vice President, the President, the Treasurer, **the Secretary**, the President-Elect and Treasurer-Elect (when applicable) and the Executive Director. The EC meets monthly and makes decisions on issues that come up between meetings. Participation in the EC requires a commitment of 1-4 hours a week, with more time spent closer to the quarterly NEC meetings and the convention. Between meetings, being on the EC includes participation in conference calls, which typically occur monthly. In addition, it includes regularly checking email to vote on and discuss endorsements and other issues between NEC meetings. Before and during meetings, the EC sets the agenda for the meeting and assists the President with facilitation.

Regional Reps: NLG is divided into nine geographic regions. Terms are to follow whatever limitations are defined in each region's bylaws, or two (2) years if bylaws are

silent. Some RVPS are elected at their regional conference and some are elected at the convention.

Committee Reps: NEC includes one representative from up to ten (10) NLG projects and national committees. If there is more than one representative (such as a co-chair), their position has only one vote, except for TUPOCC which has two constitutionally guaranteed votes. A few weeks before the annual convention the National Office sends out an application form to all committees. The NEC votes on the applications before the convention so that new committee representatives can plan to attend the Sunday NEC meeting at the Convention. The process of determining who the committee rep will be is based on the committee itself, though under the NLG constitution terms are one (1) year for reps.

Implementation

The National Office Staff would need to update the bylaws and post them on the website. Representatives or officers would need to update the positions on an ongoing basis.

Statement of Impacted Parties

National Office Staff, Chapter Staff, NEC, and Resolutions Committee members were contacted. None submitted a statement. The National Office Staff generally support. Beginning in October 2015 these proposals were emailed to over 50 committee/caucus/project leaders, as well as submitted to the NEC for consideration in the winter and spring 2016 NEC meetings.

Supporters

Natasha Lycia Ora Bannan, NLG President; Azadeh Shahshahani, Former NLG President; Karen Jo Koonan, Former NLG President; Marjorie Cohn, Former NLG President; Barbara Dudley, Former NLG President; Anne Befu: Resolutions Committee member 2010-2014, TUPOCC co-chair 2006-2008; Queer Caucus co-chair 2005-2006; Carey Lamprecht: Bay Area Board, Mass Defense Steering Committee, Co-Chair Bay Area Mass Demonstrations Committee; Dan Gregor: Past: National Vice President, Resolutions Committee; Joelle Eliza Lingat, SNVP 2015-2017

Proposed Additions -Adding Bylaw Section 7.5

President

President (incumbent)

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

President Elect

Three (3) year term, elected in last year of outgoing incumbent's term.

- The President is responsible for bottom lining annual and three year strategic plans in conjunction with the Executive Director. Encourage goal setting and timelines. Lead self-evaluation and external feedback gathering initiatives.
- Develop agendas for NEC meetings.
- In conjunction with ED propose facilitator for NEC meetings to EC.
- 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.
- Assess and analyze finances. Work with Treasurer and NO to develop comprehensive fundraising strategy and capacity to implement.
 - Chair Fundraising/Development Committee.
 - Support Treasurer in Finance Committee Work.
 - Support ED and NO and Host Chapter in leading fundraising and planning efforts that includes the Annual Convention.
- Development & review of policies and procedures (ex. union and staff issues, handling complaints and grievances, trademark issues, and developing anti-harassment and sexual harassment policies). (If OMBUDSMAN position is approved, OMBUDSMAN will assume this role)
- Membership recruitment & development strategies and tools.
- Ensure NEC members are meeting legal obligations and organizational requirements: fundraising and fiscal and legal oversight.

Treasurer

Treasurer

Three (3) year term

Treasurer Elect

Three (3) year term, elected in last year of outgoing incumbent's term.

- Chairs Finance Committee.
- Plan and execute the budget process and contracts for Annual Convention.
- Manage finances and budget. Work with President and NO to develop comprehensive fundraising strategy and capacity to implement.
- Author reports to NEC and NO regarding finances.
- Work with NO on tax reporting.
- Coordinates annual audit with contractor.
- Supports Presidents in Fundraising/Development Committee.
- 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.
- Attend all NEC meetings in person.