

Leadership of Organizational Development Network Long Island

This section reviews OD Network Long Island (referred to as “the Network”) management issues and defines responsibilities of key officer positions.

Network Structure

The officers of the Network shall be a President, a President-Elect, a Secretary and a Treasurer. Only Regular members or Distinguished Life members may serve as officers of the Network. The President and President-Elect shall each hold office for a term of one year or until their successors are elected and have taken office, provided that the President-Elect shall automatically become President on September 1st. The Secretary shall hold office for a term of two years or until his/her successor is elected and has taken office. The Secretary shall be elected in even-numbered years. The Treasurer shall hold office for a term of two years or until his/her successor is elected and has taken office. The Treasurer shall be elected in odd-numbered years. No more than one office may be held at one time by the same individual.

The Board of Directors governs the Network. The Board is responsible for ensuring smooth network operations, maintaining membership, keeping the network on sound financial and legal footing, and delivering a benefit to the membership.

Board Responsibilities

PRESIDENT:

The President shall be the principal officer of the Network and shall, consistent with policies established by the Board of Directors, exercise general oversight of its affairs and officers.

Term:

The President will serve a one-year term, and will continue on the Executive Committee as Past-President for one additional year.

Duties & Responsibilities:

- ◆ Shall preside at all meetings of the members of the Network, at all meetings of the Board of Directors, and at all meetings of the Executive Committee.

- ◆ Acts as the Network's spokesperson in the community, as needed.
- ◆ Appoints (with the approval of the Board of Directors) the chairpersons of all Network committees (except the Finance and Nominations & Elections Committees)
- ◆ Performs all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors.
- ◆ Serves as the key point of contact with the press, legal, accounting and the National OD Network in regards to speaking for the Network, submitting required reports and documents on behalf of the Network.
- ◆ Implements the strategic plan and budget for the fiscal year.
- ◆ Plans and Chairs Monthly Board of Director Meetings.
- ◆ Oversees and mentors all Board Members as they carry out their duties and responsibilities.
- ◆ Hosts monthly programs and Network events (prepares Network announcements, welcomes speakers, thanks sponsors, etc.)
- ◆ Works with the Treasurer to create a fiscal budget to submit to the Board of Directors for approval.
- ◆ Assures all necessary reports, legal and non-legal are filed.

PRESIDENT-ELECT:

In the absence of the President, the President-Elect shall preside at meetings of the Network, the Board of Directors, or the Executive Committee. When acting as President, the President-Elect shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as may be assigned by the President or the Board of Directors.

Term:

The President-Elect will serve a one-year term and will automatically become President on September 1st .

Duties & Responsibilities:

- ◆ Attends all monthly Board meetings and programs.
- ◆ Direct and coordinate all directors and chairpersons. Obtain monthly reports from Directors and Chairs prior to Board meetings.
- ◆ Participate on the Executive Board, Finance Board, and Chair the Nominations/Elections Board.
- ◆ Attends the annual OD Network National Conference, with registration, travel and reasonable expenses paid by the Network, budget permitting.
- ◆ Drafts a conceptual plan and budget for the upcoming year.
- ◆ Supports the President, as needed in overseeing and mentoring committee activities.

SECRETARY:

The Secretary shall ensure that the minutes of meetings of the membership, the board, and Executive Committee are recorded and maintained in the permanent record of the Network, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or the Board of Directors.

Term:

The Secretary shall serve a two-year term.

Duties & Responsibilities:

- ◆ Attend monthly Board meetings and prepare and distribute meeting minutes for approval. Maintain a permanent record of meeting minutes.
- ◆ Keep general Network records, recording election results and updating Network by-laws.
- ◆ Notify Board members of their election to office.
- ◆ Maintain and update Network membership, informing the President of all new members so that he/she can personally welcome them to the Network.

TREASURER:

The Treasurer shall coordinate the development of the annual budget and oversee the financial integrity of the Network. The Treasurer shall assure the production of regular financial reports and an annual audit, shall handle banking tasks, serve as chairperson of the Finance Committee, and in general perform all duties incidental to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors.

Term:

The Treasurer shall serve a two-year term.

Duties & Responsibilities:

- ◆ Balance checking account on a monthly basis.
- ◆ Collect all monies from events and workshops.
- ◆ Keep records of accounts payable.
- ◆ Prepare a monthly Financial Report, which includes summary of bank account, profit/loss statement for each event, list of outstanding receipts.
- ◆ Prepare invoices for unpaid attendees.
- ◆ Prepare budget at beginning of each fiscal year.
- ◆ Prepare Financial Report to send to the Board of Directors at the end of each fiscal year.

Standing Committees:

EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, President-Elect, Immediate Past President, Secretary and Treasurer, with the President serving as chairperson. The Executive Committee is empowered to act upon most responsibilities of the Board of Directors, between regular meetings of the Board.

NOMINATIONS & ELECTIONS COMMITTEE:

The chair of the committee shall be the President-Elect of the Network, who shall appoint the other members, subject to approval of the Board of Directors. The committee shall actively seek candidates for the Board of Directors, evaluate the eligibility of any nominee or candidate, and conduct all elections for office according to procedures established by the Board of Directors.

Duties & Responsibilities:

- ◆ Actively seek candidates for the Board of Directors.
- ◆ Evaluate the eligibility of any nominee or candidate.
- ◆ Conduct all elections for office according to the procedures established by the Board of Directors.

FINANCE COMMITTEE

The Finance Committee shall consist of the President, the President-Elect and the Secretary/Treasurer, with the Treasurer as chairperson. The Finance Committee shall be responsible for the general supervision of the Network's finances.

Duties & Responsibilities:

- ◆ Prepare and recommend the annual budget.
- ◆ Provide regular financial reports.
- ◆ Prepare the annual Network audit.
- ◆ Keep the Board of Directors aware of any financial ramifications of the Board's decisions.

Additional Directors and Committees:

PROGRAMS and LEARNING DIRECTOR

The Programs and Learning Director will recruit a committee and is responsible for all of the Network's educational and networking functions.

Programs Director's Duties & Responsibilities:

- ◆ Recruit committee members to assist with Programs and Learning and Professional Development workshops.
- ◆ Schedule monthly events.
- ◆ Coordinate at least 2 half-day or 1-day professional development programs each year that meets the needs of the membership.
- ◆ Confirm details with speakers/panelists.
- ◆ Obtain bios and topic outline from speaker to be used in publicity and event handouts.
- ◆ Coordinate speaker's presentation needs.
- ◆ Prepare, distribute, collect and summarize event evaluations.
- ◆ Prepare monthly report to President-Elect outlining ongoing efforts for each event.

MEMBERSHIP DIRECTOR

The Membership Director will recruit a committee and is responsible for recruiting new members and retaining existing members.

Membership Director's Duties & Responsibilities:

- ◆ Recruit committee members to assist with Membership recruitment.
- ◆ Handle all new member inquiries (send thank you letter along with brochure, membership application and any additional information that is on hand.)
- ◆ Keep an up-to-date list of all current and prospective members.

- ◆ Send welcome letter to all new members.
- ◆ Prepare monthly report to be submitted to the President-Elect.

SPONSORSHIP DIRECTOR

The Sponsorship Director will recruit a committee and is responsible for securing both Corporate Sponsors as well as Event Sponsors.

Sponsorship Director's Duties & Responsibilities:

- ◆ Recruit committee members to assist with Sponsorships from all sectors (Corporate, Not-For-Profit and Education).
- ◆ Solicit Corporate, Not-For-Profit, Education and Event sponsors.
- ◆ Solicit sponsors for refreshments for monthly meetings and professional development workshops and coordinate all activities with Program Director.
- ◆ Respond to sponsorship inquiries.
- ◆ Obtain logos from sponsors to use on sponsor boards and event handouts. Distribute this information to the Communications Director.

COMMUNICATIONS DIRECTOR

The Communications Director will recruit a committee and is responsible for the production of all membership brochures, calendars, sponsor boards and event handouts.

Communications Director's Duties & Responsibilities:

- ◆ Recruit committee members to assist with Communications.
- ◆ Produce annual membership brochure.
- ◆ Produce annual calendar of events.
- ◆ Produce handouts for each event.
- ◆ Produce Corporate, Not-For-Profit and Education and Event sponsor boards.
- ◆ Produce event evaluation forms.

MULTIMEDIA SERVICES DIRECTOR

The Multimedia Services Director will recruit a committee and is responsible for the multimedia and website concept, design and maintenance.

Multimedia Services Director's Duties & Responsibilities:

- ◆ Recruit committee members to assist with multimedia and website concept, design and maintenance.
- ◆ Develop capability so that as much as practical, Network business can take place over the internet.
- ◆ Maintain and keep the website current.
- ◆ Become co-administrator of password protected members site.
- ◆ Assist with other Directors with e-communications and e-marketing.