

## **USAGM Executive Committee Responsibilities**

### **FINANCIAL CONTRIBUTIONS POLICY**

Because Executive Committee service implies a commitment of the member's skills, time, talent and treasure, it is accepted that all Executive Committee Members will make financial contributions to the USAGM Employee Association.

Accordingly,

1. All Executive Committee members will make every effort to meet the minimum amount of financial contribution, currently \$500, every year.
  - a. Contributions may be made from the Committee member's private resources, or may be raised in any manner that does not compromise the organization.
  - b. Contributions may be scheduled in a series of smaller gifts or payments.
  - c. In the case of financial hardship, a Committee member who is unable to meet the minimum requirement may contribute to the best of his or her ability with the approval of the Committee Chair.
  - d. In the case of a member joining the Committee during a fiscal year, the financial contribution requirement will be pro-rated based on the remaining number of months in the year.
2. Recognizing that major funding sources take the Committee's financial contribution into account when assessing our organization as a potential beneficiary, the members of the Committee commit to achieving 100% compliance with this policy every year.

### **GENERAL RESPONSIBILITIES**

USAGM Employee Association Executive Committee members are expected to contribute to the organization in the following ways:

- Understand the USAGM Employee Association's mission, policies, programs, and needs
- Prepare for, regularly attend, and conscientiously participate in Committee meetings
- Demonstrate support for the USAGM Employee Association's cause of supporting journalists in trouble by promoting its good work, generating goodwill for the organization, encouraging support for its efforts, and keeping informed about its programs and activities
- Contribute knowledge and skills in at least one area essential to Committee governance (see specific positions below)
- Help promote the USAGM Employee Association's visibility and advocate for its programs
- Help develop the USAGM Employee Association's financial resources
- Identify personal connections that can benefit the organization's fundraising and reputational standing
- Participate in developing the Association's strategic plan and setting long-term priorities
- Participate in Committee reviews of requests for financial assistance
- Participate in reviewing and approving an annual budget for the organization and reviewing its revenues and expenses on a quarterly basis to ensure that the USAGM Employee Association's mission is being upheld and its finances managed in a sound and ethical manner
- Participate in USAGM Employee Association events

- Help the Association understand and reach employees and contractors at all of USAGM's component organizations and grow its membership
- Work with other members to set procedures and policies to ensure that the Association is organized and managed in an accountable, fair and systematic manner and in compliance with applicable law
- Follow the Association's bylaws, policies, and resolutions
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings

## **POSITIONS**

### **Chair**

1. Is a member of the Committee
2. Provides leadership to the Committee
3. Chairs meetings of the Committee after developing the agenda with the Vice-Chair
4. Leads the Committee's strategic planning process
5. Helps guide and mediate Committee actions with respect to organizational priorities and governance concerns
6. Monitors financial planning and financial reports
7. Plays a leading role in fundraising activities
8. Evaluates annually the performance of the organization in achieving its mission

### **Vice-Chair**

1. Is a member of the Committee
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Works with the Chair to develop agendas for meetings of the Committee
4. Participates closely with the Chair to develop and implement officer transition plans
5. Carries out special assignments as requested by the Chair or the Committee

### **Secretary**

1. Is a member of the Committee
2. Maintains records of the Committee and ensures effective management of organization's records
3. Manages minutes of Committee meetings
4. Ensures minutes are distributed to members shortly after each meeting
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

### **Treasurer**

1. Is a member of the Committee
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides annual budget to the Committee for members' approval
5. Ensures development and Committee review of financial policies and procedures

**Fundraising Director**

1. Is a member of the Committee
2. Develops and oversees annual fundraising program
3. In collaboration with other Committee members, plans at least two annual fundraising events
4. Identifies and develops relationships with potential individual and institutional donors

**Communications Director**

1. Is a member of the Committee
2. Develops, implements, and evaluates the Committee's communications plan
3. Writes and distributes quarterly newsletters to all Association members
4. Maintains the Association's website and social media pages

**Member-at-Large**

1. Is a member of the Committee
2. Takes a leading role in developing strategies to recruit additional members to the Association
3. Carries out special assignments as requested by the Chair or the Committee