

# **Proposal: Committee Leadership**

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## **A. Project Description**

(An executive summary of no more than 250 words explaining broadly what the project is, why it is needed, and how it will be implemented.)

This proposal seeks to amend the bylaws of the AEU to clarify the duties and responsibilities of group chairs and the succession of individuals to those positions.

## **B. Needs assessment**

(What are the identified needs that this project is designed to meet?)

Much of the work of the AEU is done in its Standing Committees, Special Committees, and Task Forces. Article V. deals with committees, and Section 2 provides for administrative rules to govern the standing committees. These rules do not exist. Presently this function is performed by the Board on a case by case basis which has worked well. The proposed amendment of Section 2 brings the bylaws into conformity with the existing reality.

When the membership and leadership of committees and task forces stagnate, its functionality is impaired. New members bring fresh ideas and the opportunity for more people to attain leadership positions to their benefit and the benefit of the movement. The addition of Section 6 is calculated to prevent stagnation. While not imposing term limits it is a framework for change. In creating a Vice Chair the orderly transition of leadership is encouraged. In creating the office of Immediate Past Chair mentoring and institutional memory are assured. By making explicit that all committee and task force personnel serve at the pleasure of the President, any dysfunctionality can be directly addressed.

## **C. Expected Outcomes**

(Outcomes should be objective, measurable, and address the needs identified in the needs assessment.)

- New members will be attracted to committees
- The leadership of committees will regularly be refreshed
- Mentoring of new leaders becomes institutionalized
- Institutional memory is preserved
- Committees will function at a higher level
- More individuals can experience personal growth
- The movement will have a larger pool of leaders upon which to draw

## **D. Resources**

(Required funds, human resources, and other resources for successful completion of the project.)

The Board and Planning Committee will be expected to vigorously support this proposal to insure its acceptance by the societies, assembly delegates, and membership at large.

## E. Budget

(Indicate what funds are required for project as whole, and, in greater detail, funds required for the up coming budget period.)

This proposal is not expected to have any budgetary implications.

## F. Implementation plan and time line

(Step by step descriptions of the implementation plan and who will be responsible for each step of the plan, including assessments.)

*Note: Words in [brackets] are deletions; words underlined are new.*

1. Amend Article V. Committees Section 2. Administrative Rules

### **Section 2. [Administrative Rules] Powers and Duties of Committees**

The composition, manner of selection, powers, and duties of all standing committees shall be established by the [Administrative Rules] Board of Directors or these bylaws.

2. Add a new Section 6. Terms of service and duties of officers and members.

### **Section 6. Term of Service and Duties of Officers and Members**

Except as required by these bylaws or the Board, the Chairs, Vice Chairs, Immediate Past chairs, and members of all standing committees, special committees, and task forces serve at the pleasure of the President. It shall be the duty of the Chair to call and preside at meetings, fix and publish the agenda, and see that minutes are taken and distributed. The Chair shall mentor the Vice Chair to insure an orderly transition of leadership. The Vice Chair shall perform the duties of the chair in its absence and be prepared to assume the roll of Chair upon its vacancy. The Immediate past Chair shall be available to consult with and support the Chair and supply the institutional memory necessary for successful functioning. All officers and members shall be responsible for accomplishing the committee's charge and the recruiting of new members for appointment by the President.

This proposal will be incorporated into the strategic plan for submission to the Board in advance of its March meeting. The Planning committee will make a formal presentation to the Board and seek its approval at the meeting on March 8, 2005. Upon approval by the Board the plan will be widely disseminated to the societies for the consideration of their Boards. The members of the committee will contact all societies for input and to encourage acceptance. The committee stands ready to consider all appropriate suggestions. The plan will be presented to the membership at the 2005 assembly and its adoption urged. Upon adoption Vice Chairs will be identified for all standing committees, special committees, and task forces and be in place by the midterm meeting. Within three years all Vice Chairs will have succeeded to the Chair and all chairs to the office of Immediate Past Chair. The leadership of all committees and task forces will be acutely aware of their responsibility to attract new members and groom their successors.

## G. Evaluation plan

(How will you evaluate the success of the project? What will you measure? How will you be measuring?)

Vice Chairs serving on all committees and task forces by the midterm meeting. Within three years all Vice Chairs will have become the Chairs of all committees and task forces and the offices of Immediate Past Chair filled. The leadership of all committees and task

forces will be engaged in the identification and mentoring of their successors and recognize their obligation to attract new members. The leadership pool upon which the movement can draw will be expanded and the committee's functioning enhanced.

A report on the progress of these changes will be written by the AEU President and made available for each AEU Assembly.

**H. Appendix/Attachments (optional)**

(Letters of endorsement and other supporting materials.)

n/a

**I. Authors**

(Who created this plan.)

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