

ERAMN Organizational Structure Recommendation

From August 14th, 2019 Working Group Meeting

Present: Heather Allison, Jean Buckley, Mary Jo Czaplowski, Betty Folliard, Kim Kokett, Elizabeth Langer, Judy McConnell, Patty MacDonald (phone), Cathy O'Dell, Rosie Rocco (phone), Melanie Sedqi, Elizabeth True (phone), Ann Walters, Suzsann Willhite
Absent (Excused): Kathryn Ringham

Purpose of Recommendation:

To define and/or suggest parameters and processes for organizational structure based on the Vision & Mission of ERAMN to be discussed and voted on at September annual meeting.

Items highlighted in **RED** require additional discussion at September meeting before vote.

ERAMN Vision & Mission:

1. **Vision Statement:** to pass the ERA nationally and in Minnesota Constitutions.
2. **Mission statement:** approved at May 11 meeting; ERAMN educates, organizes and agitates to secure in the state and federal Constitutions that equality of rights under the law shall not be abridged by the United States or by any state on account of gender.

Proposed Structure:

ERAMN is comprised of an **Executive Committee**, a **Working Group** and a **General Membership**.

- **Executive Committee:** (total of 5 or 7) [terms determined at September Annual meeting]
 - The Executive Committee oversees the Working Group committees and organizational operations. Coordinates with the Working Group committees to compile the annual campaign plan, budget and fundraising initiative to present for a vote at the September Annual meeting.
 - Executive Committee members are elected by majority vote at the September Annual meeting
 - The Executive committee can make decisions as needed in the interim between General Membership/Annual Organizational meetings so long as they are within keeping of the overall mission and values of the organization.
 - **Each Executive Committee member leads a Committee (i.e. Website, Outreach & Education, State or National Legislation, etc.)**
 - **Member position will be re-evaluated after 3 meeting absences are accrued (call-in or physical)**
- **President** – oversees all aspects of the organization; spokesperson for organization
- **Vice President** – assists the President, steps in when President is unable to perform duties **(1 or 2)**
- **President Emeriti** - immediate past president serves as voting member of executive committee during current president term then rotates off with election of new president.
- **Secretary** – records meeting minutes
- **Treasurer** – oversees financials of organization; cross-check against MN NOW reports
- **At-Large**

- **Working Group: (total of 14-18 with Executive Committee members)**
 - The Working Group is comprised of Committee Leads and the Executive Committee
 - The Working Group creates recommendations to be voted on at the annual September meeting.
 - The Working Group can make decisions as needed in the interim between General Membership/Annual Organizational meetings so long as they are within keeping of the overall mission and values of the organization.
 - The Working Group members are elected by majority vote at the September annual meeting.
 - 2 At Large members [elected non-committee leads]
 - Working Group to be comprised of non-elected members of committees (non-leads & leads) with equal vote and voice
 - Working Group to be comprised of elected Leads & non-elected committee members so long as members attend monthly Working Group meetings (see absence caveat)
 - Member position will be re-evaluated after 3 meeting absences are accrued (call-in or physical)

- **Working Group Committee Leads & Committees: (9-11)**
 - The Committee Leads would have voting rights and act as representatives to the executive committee. Are responsible for the recruitment, organization and working schedules of their groups and would present their progress, recommendations and requested budget to the exec. committee (for compiled organizational recommendation to be voted on at September annual meeting).
 - Committee Leads are elected by majority vote at the September Annual meeting.
 - Committee Leads would make recommendations on behalf of their committees with vote made by Executive Committee in interim between large Organizational Meetings.
 - Committee Leads and committee members would have equal vote and voice so long as they attend monthly Working Group meetings (see absence caveat).
 - Member position will be re-evaluated after 3 meeting absences are accrued (call-in or physical)
 - **Fundraising** – facilitates & oversees fundraising events & actions
 - **Communications** – facilitates & oversees communications; email, social media, print newsletters (if doing)
 - **Volunteer Coordinator** – oversees & coordinates volunteers for events & actions
 - **Marketing/Website** – maintains website & works with Communications on marketing practices
 - **State Legislation** – oversees and coordinates State-level focus of organization
 - **National Legislation** – oversees and coordinates National-level focus of organization
 - **Partner Outreach** – oversees and coordinates outreach to existing and new allies
 - **Inclusion & Diversity** – oversees and coordinates outreach and ensures organizational diversity and inclusion practices
 - **Education & Outreach** – oversees and coordinates education and outreach events & actions
 - **At Large**
 - **At Large**

- **General Membership:**
 - General Membership is comprised of all supporting individuals interested in the work of ERAM [i.e. have subscribed to our email directory, follow us on Social Media & Website, attend events & actions, etc.]
 - General Members are welcome to General Membership meetings & vote at September annual meeting
 - General Members can run for elected positions within the organization
 - **General Membership to be a paid membership: see Colleen's draft proposal & application**

- **Meeting Frequency:**
 - **Executive Committee:** As needed
 - **Committees:** As needed
 - **Working Group:** Monthly (10 times per year - off July & December)
 - **General Membership:** 3 times per year roughly 3rd week of month
 - **September 21, 2019** [Annual meeting w/election of officers & committee leads, voting on recommendation of Working Group – i.e. campaign plan, budget and fundraising initiative]
 - **January 18, 2020** (beginning of session)
 - **May 23, 2020** (end of session)

- **Member Eligibility & Meeting Accessibility:**
 - All Executive Committee/Working Group positions can be held by folks all over MN - do not have to be in Metro area to hold elected positions.
 - **Elected members/Executive Committee & Working Group members positions will be re-evaluated after 3 meeting absences.**
 - All Executive Committee, Working Group and General Membership meetings can be attended by call-in, do not have to attend in person.

- ❖ **Additional Recommendations:**
 - Regarding financials: all requests for reimbursement need to be submitted & approved in advance
 - No member can speak on behalf of the organization without the content being within values & mission of the organization and/or has been previously discussed and approved by the Executive Committee/Working Group.
 - Committee roles/job descriptions to be "advertised" in advance of September meeting.
 - A Handbook of these recommendations to be created and distributed to all members [Mary Jo to draft]
 - Being passionate does not excuse bad behavior. [Judy to draft a procedure around conflict resolution]